

# Curriculum Vitae (CV)



## Personal Details

Name: Mahima Shokeen  
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Email: mahi.shok2310@gmail.com  
Current Location: Delhi, India  
Nationality: Indian  
Languages: English, Hindi

## Professional Summary

Dedicated and hardworking professional with over 10 years of diverse experience in banking, business, jewellery, and transportation. Proven background in handling financial operations, customer service, jewellery sales, and vehicle trade. Currently holding a valid Indian Driving License with 15 years of personal driving experience [cars and light motor vehicles].  
seeking an international opportunity as a Driver/Transport Support. Experienced in international travel and adaptable to multicultural environments, and to safety and service excellence.

## Key Skills

- Personal Driving (Light & Heavy Vehicle – Indian License)
- Knowledge of Road Safety & Traffic Rules
- Customer Service & Assistance
- Loan & Financial Services (Banking)
- Jewellery Business Management (Imitation Jewellery)
- Vehicle Sales & Purchase (Business Experience)
- Strong Communication & Problem-Solving
- Time Management & Reliability
- Adaptability to New Environments

## Work Experience

### Senior Executive – Loan Department

ICICI Bank Ltd., India  
May 2016 – January 2020

- Handled loan processing, documentation, and customer support.
- Assisted clients with financial products and repayment guidance.
- Ensured compliance with banking standards and maintained records.

### Self-Employed – Vehicle Sales & Purchase

[Car trade exchange dealership], India  
2020 – 2022

- Managed buying, selling, and documentation of cars.
- Dealt with clients directly, ensuring smooth negotiation and transactions.
- Developed knowledge of automobile industry and customer handling.

### Entrepreneur – Imitation Jewellery Business

[Smoky Shine], India  
2022 – 2025

- Founded and managed an imitation jewellery business with a focus on design, sales, and marketing.
- Built a loyal customer base through social media, online platforms, and local exhibitions.
- Handled procurement, inventory, packaging, and sales operations independently.
- Improved business visibility and growth through creative branding and customer engagement.

## Education

Master of Business Administration (MBA)  
[Guru Jambheshwar University Hisaar], India — [2015-2017]  
Bachelor's Degree  
[Maharishi Dayanad University], India — [2010-2013]

## Additional Information

- Valid Indian Driving License (Car + LMV)
- Travelled to multiple countries (exposure to international environments)
- Willing to relocate for overseas employment
- Flexible to work long hours and rotational shifts