

RESUME

Management
Information
System Executive

AKSHAT AGRAWAL



JOB EXPERIENCES

Apr-Sep 2019

Management Information System Executive

In Balaji Sales (Masterbatches)

In Here, I had managed all the things related to **Digital Marketing**, **File Management**, Excel Data Entry, Stock Management and Office Management. Although my expertise lies in Digital Marketing Mainly and in Google My Business, Facebook, Tradeindia, Indiamart and Justdial.

Jan-Dec 2017

Accounting and Excel Data Entry

Karom Corporation Pvt.Ltd.

In Here i had responsibilities of Accounting (in Tally), Excel Data Entry, File Management and Basic Computer works .

Apr-May 2016

Excel Data Entry and File Management

Divy Enterprises Pvt.Ltd.

It was my first part-time Job while persuing Collage, In Here Mainly, I did Excel Data Entry, Bills, File Management and Stock Management.

EDUCATION

2019 - 2022

MBA, Marketing & Production

Sage University

2016 - 2019

**Bachelor of Commerce (B.Com),
Computer Application**

Vishnove Commerce Collage

SKILLS

Digital Marketing

- Social Media Marketing
- Search Engine Marketing (**SEM**)
- Search Engine Optimization (**SEO**)
- Google My Business
- Local (**SEM**) Indiamart, Tradeindia and Justdial

Accountant

- Accounting (**Tally**)
- MS-Office
- File Management
- Stock Management
- Management of Office

PROFILE

Name

Akshat Anil Agrawal

Date of Birth

May/23/1998

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SOCIAL MEDIA

LinkedIn

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To Obtain Professional and Financial Heights and Serve my Organization in the best possible way with sheer Determination and Commitment.

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