

SHIVEK CHAUHAN

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CAREER OBJECTIVE

Motivated and enthusiastic professional seeking to contribute to a dynamic organization that fosters learning, creativity, and growth. I bring a versatile skill set including business communication, digital marketing, and creative presentation design. My leadership qualities, team collaboration experience, and hands-on exposure in business development make me a valuable asset. Looking forward to roles that allow me to enhance corporate impact while building a meaningful career.

ACADEMIC QUALIFICATIONS

Qualification	Institution	Board/University	Year
MBA (Pursuing)	GGSIU	GGSIU	2023–Present
B.Com	School of Open Learning, Delhi University	Delhi University	2023
Class 12 th	CBSE	CBSE	2020
Class 10 th	CBSE	CBSE	2018

PROFESSIONAL EXPERIENCE

1. Samaarambh Foundation, Delhi

Office Executive | Feb 2024 – Present

- Design and present professional PowerPoint presentations and CSR proposals using Canva
- Coordinate with internal teams and external stakeholders for project documentation and reporting.
- Support operations through data management, documentation, and scheduling
- Assist in organizing field-level awareness programs and community outreach initiatives

2. SK Associates, Delhi

Assistant Accountant | Dec 2021 – Jan 2023

- Maintained ledger entries and daily accounting operations
- Assisted in GST filing, invoice creation, and data entry in Tally ERP
- Verified documents and reconciled financial records

INTERNSHIPS & PROJECTS

1. Digital Marketing Intern – Creative Seg (2023)

- Created a fully functional website using WordPress
- Executed on-page SEO and blog content strategies
- Worked with tools like Google Analytics, Meta Ads Manager, and Mailchimp
- Content Creation
- Blogs

CERTIFICATIONS

- Digital Marketing – SWAYAM (Indian Institute of Management, Bangalore)

TECHNICAL & DIGITAL SKILLS

- Microsoft Office (Excel, Word, PPT)
- Canva (Creative Design)
- WordPress (Web Basics)
- Google Sheets (Data Logs)
- Tally ERP (Accounting)
- Document Verification
- Social Media Marketing
- Meta Ads Management

KEY TRAITS & SOFT SKILLS

- Excellent Teamwork and Leadership Qualities (Played AIU Football Nationals, Dec 2024)
- Strong Communication and Public Speaking
- Strategic Thinking and Problem Solving
- Good Listener and Quick Learner
- Time Management and Multitasking
- Creative Thinking and Visual Design Approach

EXTRA-CURRICULAR ACTIVITIES & INTERESTS

- **Football Player** – Represented GGSIPU at *AIU National Level*, Dec 2024
- Designing Presentations and Visual Stories on Canva
- Volunteer for Social Campaigns and NGO Activities

PERSONAL DETAILS

- **Languages Known:** English, Hindi
- **Nationality:** Indian
- **Hometown:** Uttarakhand

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place: New Delhi
Shivek Chauhan