

## About Me

A fast learner with a strong drive to master new skills, complemented by hands-on experience in leading a team of five freshers to achieve notable traffic growth for events. I am seeking opportunities to gain valuable experience in technical or management roles, leveraging my diverse skill set. With a proven ability to excel in multiple roles, I bring a combination of technical aptitude, effective communication, time management, and collaborative skills. I adapt quickly to challenges and deliver impactful results by utilizing a wide range of latest tools and software.

## Work Experience

### 1. Volunteer – Annual Fest, [JECRC UNIVERSITY]

- **Participant Data Management:** Oversaw the registration process by accurately maintaining and organizing participant records, event details, and progress updates.
- **Event Coordination:** Assisted in planning and executing multiple events during the fest, ensuring smooth operations and adherence to schedules.
- **Verification and Validation:** Conducted thorough verification of participant details and ensured compliance with event guidelines.
- **Collaboration and Communication:** Acted as a bridge between participants, event organizers, and the management team to ensure clear communication and issue resolution.
- **Problem-Solving:** Addressed on-ground challenges swiftly and effectively to ensure seamless execution of activities.
- **Data Reporting:** Compiled and reported key metrics on participation and event outcomes to the organizing committee.

### 2. Head of Social Media – JU Verse, [Web 3 club]

- **Social Media Campaign Management:** Created and managed social media campaigns that resulted in increased brand engagement and visibility across multiple platforms.
- **Digital Promotion Success:** Launched a highly effective digital promotion strategy, achieving measurable goals such as increased event traffic and enhanced audience participation.
- **Video Editing & Post Design Expertise:** Developed visually appealing video edits and graphics, ensuring content was tailored for diverse digital platforms to maximize reach and impact.
- **Team Leadership and Coordination:** Led a team of 5 freshers, mentoring them to understand work dynamics while managing smooth coordination to maintain an efficient work-flow.
- **Content Creation Strategy:** Designed and implemented innovative content strategies to drive engagement and retain audience interest across campaigns.

## 1. Technical Skills

- Ms Office (Word, PowerPoint, Excel)
- Premiere Pro
- Canva/Figma
- Power Bi
- Sql

## 2. Interpersonal Skills

- Excellent Written & Verbal Communication
- Team Collaboration & Cross-functional Coordination
- Problem Solving & Creative Ideation
- Client/Community Relations
- Professional Inquiry Management

## Hobbies & Interest

I am passionate about badminton, which keeps me energetic and competitive. Traveling broadens my perspective and love for new cultures. I enjoy exploring diverse books, films, and podcasts that spark my curiosity, and videography lets me tell stories visually. These interests inspire my personal growth and creativity.

## Volunteering

Volunteered with the Robin Hood Army to coordinate the distribution of surplus food from partner restaurants to underprivileged communities. This role enhanced my organizational and logistical abilities while supporting impactful initiatives to combat hunger and promote community welfare.

## Education

### **Post Graduate Diploma in Management (PGDM)**

Narayana Business School, Ahmedabad |  
Currently Pursuing Specialization: Marketing & Product Management | [2025-2027]

**Bachelor of Computer Applications (BCA)**  
JECRC University, Jaipur | [2022-2025]

### 3. Club Treasurer – ICM Salesforce, [JECRC UNIVERSITY]

- **Organized and Conducted Events:** Played a pivotal role in planning, coordinating, and executing company events and seminars, ensuring smooth operations and high levels of participant engagement.
- **Managed Promotions:** Spearheaded promotional campaigns to maximize event visibility and attendance, leveraging both digital and offline platforms to achieve broad outreach.
- **Budget Oversight:** Oversaw budgeting for events, ensuring all activities were conducted within financial constraints while maintaining quality standards.

### Additional Information

**Languages:** English, [Regional Languages]

**Availability:** Available to start immediately | Ready for 2-month commitment Work

**Preference:** Work from Home (Comfortable with remote collaboration)