

Khushbu Mali

Hello!



Digital Marketing
Google



Microsoft Office Specialist
Microsoft



Section

01

Personal Profile

ABOUT

Hello, I am Microsoft Certified Office Expert, I have gained my experience in this field for more than 5 years and contributed it to creating technical content for leading Large and Dimensional companies in India. I have skills to collaborate, communicate and comprehend which has made me efficient at the same time effective in designing and delivering my work in customized training program at various platforms across industries of corporates for the need based technical programs across the country.

CONTACT

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ONLINE

Google :

[Click to open link](#)

Instagram :

[instagram_account](#)

LinkedIn :

[linkedin_account](#)

Twitter :

[twitter_account](#)

Section

02

Education

Academics & Graduation

2013 - 2016

Mumbai – Maharashtra University

Higher & Secondary Education

Diploma & Speciality

2016 - 2020

Information Technology

- Specialist In Microsoft Tools
- Masters in Tally Solutions
- Diploma in Google Marketing
- Leading Board of GST Council
- Content Writting for different Platforms
- IOT & Boarding AI Technologies
- Website Developer (Frontend & Backend)
- Diploma in IT
- Facebook Blueprint

Section

03

My Skills

SOFTWARE & ONLINE TRAININGS



Microsoft Word



Microsoft Excel



Microsoft PowerPoint



Microsoft Access



Microsoft Outlook



Tally ERP / Prime



GST



Power BI



Python Intermediate



Excel VBA



Linux



HTML Full Stack



Data Studio



My SQL

PROFESSIONAL

Content Creator

Level Score

8.5/10

Marketing Strategies

Level Score

9.5/10

Personality Development Skills

Level Score

9/10

Data Analysis

Level Score

9.5/10

Corporate Etiquette

Level Score

8/10

Leadership

Level Score

10/10

Section

04

Work Experiences

Learnandexcel

Nov 2019 - Dec 2020

Content Created for Various Courses | Marketing Channel

MICROSOFT Word, PowerPoint, Excel – Tally ERP & GST, VBA, Dashboard, PowerBi, Marketing Ads, Running Campaign and Data Analytics

LetsTute

Nov 2019 - Dec 2020

Content Created for Various Courses | Marketing Channel

MICROSOFT Word, PowerPoint, Excel – Tally ERP & PRIME, GST & VBA

Infidea

Mar 2015 - Jun 2016

Content Created for POWERBI

PowerBi – Marketing Tactics of Content

Dr. Vivek Bindra

June 2019 – Dec 2020

Content Created

MICROSOFT Word, PowerPoint, Excel – Tally ERP & GST, VBA, Dashboard, PowerBi, E-Mail, Everyday Boosting Content Creator and Sales Strategic Data

Udemy

Nov 2019 – Dec 2020

Content Created for Various Courses | Marketing Channel

Microsoft Excel & VBA

Skill India

Nov 2019 – Dec 2020

Content Created for Various Course | Marketing Channel

Microsoft Excel & VBA

Learn Mall

Nov 2020 – Dec 2020

Content Created for Microsoft Word & VBA

Microsoft Excel, VBA & Tally PRIME

AZNI - warwick.ac.uk

Nov 2019 – Dec 2020

Content Created for Various Courses | Marketing Channel

MICROSOFT Word, PowerPoint, Excel – Tally ERP & GST, VBA, Dashboard, PowerBi, Marketing Ads, Running Campaign and Data Analytics

Many other Tutorials & Academics

Jun 2017 – Existing

Content Created for Various Courses | Marketing Channel

Microsoft Office Suite, Tally Solutions, Data Uploading's & Manuals, PowerBi, IOT Basics and SAP Intermediate

Section

05

Ongoing Projects & Plan

PRAKYDO

Co-Founder of Data Automation Company.**Phone :** +91 9689116356**Email :** Khushbu.mali@prakydo.com

Section

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Languages & Certificates

LANGUAGES

English:

Proficient

Hindi:

Advanced

Marathi:

Intermediate

Gujrati:

Elementary

CERTIFICATES

March 2017

Microsoft Certification

Word | Excel | PowerPoint | Outlook | Access | Publisher

Sept 2018

Digital Marketing CertificationFacebook | Instagram | Twitter | LinkedIn | WhatsApp | Google Channel
AdSense | SEO & SEM | Analytics | Database Funnel

Jan 2019

Tally Solutions

ERP | Prime | GST

Dec 2021

Business LeadershipEntrepreneurship Funnel | Business Administrator | Plan & Execute
Modular Change of Data Plans | Software Author Book[CLICK TO VIEW ALL](#)