

RAJ GAURAV SHRIVASTAVA

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EDUCATION

Bachelor of Business Administration (BBA)

Lovely Professional University

Senior Secondary

G.N.M College

High School

D.A.V School

Jul 2020 - Present

CGPA: 7.65/10

Apr 2018 - Mar 2019

Percentage: 78

Apr 2016 - Mar 2017

CGPA: 9.4/10

SKILLS

Technical: - MS Excel, Tally ERP9, TDS, MS Word, Problem Solving, Computer Type Writing, Email Multi-Media, GST.

Others: - Leadership, Communication.

INTERESTED FIELD

- Accounts & Finance
- Marketing
- Human Resource (HR)

CERTIFICATES

- | | |
|--|--------------|
| • A-Z of Data Science (LearnMall) | - Jan, 2022 |
| • Tax Management (LearnMall) | - Oct, 2021 |
| • Yoga at Home (Udemy) | - Sept, 2021 |
| • ADVANCE DIPLOMA IN COMPUTER APPLICATION (ADCA) | - Mar, 2020 |

CO-CURRICULAR ACTIVITIES

- Attended a Workshop on 'Wired 4 Success' which focused on a program to equip learners with powerful mind hacks so as to lead a positive and successful life by Jaswing Kaur (NLP Coach), LPU, October 2021.
- Attended a workshop of Mr. Rohan Shahon 'Positive Thinking + Creativity' which focused on the ability to bring out something new from an old thing, Mumbai, Feb 2020.
- Attended an online Webinar on 'Digital Marketing' which focused on online social media platforms, help to sales your product online, high Value Consumers by Darshan Karotiya, December 2019.

COURSES

- Business Laws
- Office Automation Tools
- Financial Accounting
- Business Ethics
- Cost & Management Accounting
- Research Methodology
- Principles of Marketing
- Human Resource Management

LANGUAGES

- **English** (Professional Working Proficiency)
- **Hindi** (Full Professional Proficiency)