**JIYA MITTAL**

**Female, 19 yrs.** **Email: jiyamittal31@gmail.com**

**Tel: +91-8130917344**

**Objective-** To explore challenging opportunities in the field of marketing, sales and advertisingthat would allow me to enhance my skills in a way that is mutually beneficial to me as well as the organization.

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**EDUCATION**

**Modern School Vasant Vihar** –Primary school

**G.D Goenka World School** –Junior School

**DPS Vasant Kunj**- Senior School

12th (Central Board of Secondary Education) – Best of 4: 88% | Aggregate: 85.6%

10th (Central Board of Secondary Education) – CGPA 8.4

**Jesus & Mary College, University of Delhi**, New Delhi, India

B.A. (HONS.) ENGLISH (CGPA of 2nd Year 6.21)

Competed a 1 Year Continuing Education Programme at :

**National Institute of Fashion Technology, Delhi**

**Interior Design & Exhibition**

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**INTERNSHIPS**

* **Square Communications Pvt Ltd. India (Advertising Agency) – July 2017**

Research Department

Helped with advertising ideas

* **Catapooolt (Crowdfunding Startup Company) – July 2018**

Social Media Marketing

Content Writing

Canva & Photoshop

*Stipend of Rs.5000*

* ***Intex Technologies Pvt Ltd. – July 2019***

*Legal Department*

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**POSITIONS & RESPONSIBILITY**

* **Mercatus – The Marketing Society of JMC**

***Member of the Core Team – Organizing Head for 2018-19***

Worked under the Organizing & Sponsorship Departments

Engaged a sponsor for the annual event

Also helping the creativity dpt.

* **E-cell – Entrepreneurship Cell of JMC**

Worked under the marketing department

* **Enactus JMC**

Worked under the marketing department

* **NSS – National Scheme Service Society of JMC**

Worked under the NGO Department

**SKILLS**

* **Languages known**: English, Hindi, French, Spanish
* **Basic knowledge** of MS Office, MS PowerPoint
* **Problem Solving**
* **Time Management skills**
* **Social Media Handling**
* **Communication & Interpersonal skills**