

Manoj Saw

Date of Birth: 1st January 2003

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Academics

Course	Institute & Board	Year of Passing	Aggregate Percentage
H.S.C	New English High School and Jr. College, Maharashtra State Board	2023	57.17%
S.S.C	Shree Ram English Medium High School, Maharashtra State Board	2021	84.60%

Key Skills

- HTML
- CSS
- JavaScript
- GSAP For Animation
- Good Communication skills
- Punctual
- Dedicated
- Adaptable

Work Experience

- worked with A Digital Marketing Agency in Pune for 6 months (nov-24 To April-25)
- Roles & Responsibilities:
 - Designing the Website & landing page
 - Development of the website
 - Hosting the website & cross checking live
 - Maintaining and developing sites with Wordpress & Shopify.
 - Maintaining files.
 - Answering phone calls.
 - Taking and delivering messages
 - Overseeing clerical tasks, such as sorting and sending mails.
- Worked With Orchids The International School (As a Marketing Executive) for 10 months (jan-24 To oct-24)
- Roles & Responsibilities:
 - Collecting Quality Leads on Field of the Parents who is looking admission for their child

Monday to Saturday

- Taking Proper follow-up on our collected leads.
- Managing Events Organized in the various societies by our school every Sunday.
- Reporting our EOD Report Daily to our Manager Before ending our shift

Extra-curricular Activities & Interests

- Participated in Events.
- Hobbies: Listening Music, Outdoor games, Learning new skills and languages.
- Visiting in new places.

Declaration

I do hereby declare that the particulars of information & facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Place: Bhiwandi

(Manoj Saw)

