



Diviya Makhija

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Pune, Mumbai

EDUCATION

Bachelor of Science (B.Sc), Liberal Arts (2019 - 2023)

Symbiosis School for Liberal Arts

XII (Senior Secondary), Science

Year of Completion: 2019

CBSE Board (R.N. Podar)

Percentage : 77.00%

X (Secondary)

Year of Completion: 2017

ICSE Board (GSIS)

Percentage : 93.00%

INTERSHIPS

Content Writing And Marketing

Storymirror (Virtual)

May 2019 - Jul 2019

POSITIONS OF RESPONSIBILITY

- Rotaract Club of Bombay Powai: Editorial Director (2017-2019).
Duties: content writing, organizing events, social media marketing.
- Rotary Interact Club: President (2015-16). Asia's largest Interact Club.
Duties: Managed a team of directors, coordinated with Rotary, organised and hosted Rotary Youth Programme for Enrichment (RYPEN) for over 3000 young leaders.
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- Uandl- volunteer and leader
Non-profit organisation which promotes education and healthcare for the underprivileged.
Duties: teaching, online engagement, managing the team
 - Communications and Media Head for the International Big History Conference, 2020.
Duties: Digital marketing, managing a team of 10, communication with other team heads, optimizing strategies during pandemic
 - Managed production for college's annual theatre production- SSLA Presents, 2019.
Duties: props, communicating with a team of 80, managing stage, last minute changes
 - Vice President at Rotaract Club of Bombay Powai (2018-19)
Project ideas, designed posters for promotion and initiated execution; organised and chaired fund-raisers for organisations; contributed articles for newspapers and social media.
 - Founder and Editor of Podar Scribe (college magazine)
Duties: Editing, marketing, designing the magazine.
 - Student council member (2015-17)
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TRAININGS

Digital Marketing

udemy (Online)

May 2020 - Present

Business Administration

udemy (Online)

May 2020 - Present

Introduction To Game Development

edX (Online)

Apr 2020 - Present

Digital Humanities

edX (Online)

Apr 2020 - Present

Introduction To Family Engagement In Education

edX (Online)

Apr 2019 - Present

SKILLS

Java

Intermediate

C++ Programming

Intermediate

English Proficiency (Written)

Advanced

English Proficiency (Spoken)

Advanced

MS-Office

Advanced

Hindi Proficiency (Spoken)

Advanced

Hindi Proficiency (Written)

Advanced

Social Media Marketing

Intermediate

ADDITIONAL DETAILS

- Volunteered with Chal Rang De to paint the slums of Mumbai
- As part of Rotaract, helped Vatsalya trust raise funds for their orphanage by promoting goods made by children for festivals
- Volunteered with CMCA
- Organised Back To School event in Powai for parents and students
- Secured 6th rank among 1500 entries in StoryMirror Schools Writing Competition
- Raised funds for Uandl's HeroUp campaign in 2019.
- Handled social media for Rotaract Club of Bombay Powai
- Certified in Spoken English by Trinity College London