



# Maanav Bhatia

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Dubai

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## EDUCATION

**Bachelor of Business Administration (B.B.A.), Marketing & Finance  
(2018 - 2021)**

Symbiosis Centre For Management Studies, Pune  
CGPA : 7.02/10

**XII (Senior Secondary), Commerce**

Year of Completion: 2018  
CBSE Board (Indian High School Dubai)  
Percentage : 90.20%

**X (Secondary)**

Year of Completion: 2016  
CBSE Board (Indian High School Dubai)  
CGPA : 8.40/10

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## JOBS

**International Representative**

Symbiosis International University (Pune)  
Feb 2020 - Present

Directly managing 200 students in terms of Initiating & coordinating events.  
Staying in constant touch various universities from 60 countries around the world in order to smoothen out student registrations to the university & conduct conferences.

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## INTERSHIPS

## Social Work

Spherule Foundation (Pune)

Nov 2019 - Present

Identifying various firms across Pune to set up presentations as well as delivering them to raise awareness about the Prevention of Sexual Harassment at Workplace under the POSH ACT 2013 of the Indian Constitution.

## Business Development (Sales)

Upthrust Media (Pune)

Jun 2019 - Jul 2019

Getting in touch with potential clients for multiple service providers such as Swiggy & Cuemath through successful conversions.

## Accounts

Asia Pack Materials Industry Ltd. (Dubai)

Oct 2018 - Dec 2018

Successful data entry operations of Sales, Payments and Purchases through TallyERP9.

Preparing ledgers of various Debtors

Maintaining accounts of Stock.

## Social Media Marketing

Think Tank (Virtual)

Jul 2018 - Present

Creation as well as Execution of Content on the organisations official Instagram page

@thinktank\_scmspune

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## POSITIONS OF RESPONSIBILITY

- Head of Department - Farewell Committee.  
To organize the farewell for the batch of 2017-2020 with a strength of 310 students with the help of 20 working members.
- Core team member at the Event Creation and Management department of Punes largest Cultural Fest.
- Head of Department at the Marketing Cell of Symbiosis centre for Management Studies, Pune.  
Have successfully lead my core team to undertake various Marketing Campaigns within the university.

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## TRAININGS

## Operations Research

IIT Bombay (Online)

Jul 2019 - Sep 2019

## SEO Training

SEM Rush (Online)

Jul 2019 - Jul 2019

## Intellectual Property Law And Policy

edX (Online)

Jun 2019 - Jun 2019

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## PROJECTS

### Symbiosis Campaign Analysis

Oct 2019 - Present

<https://drive.google.com/file/d/1II5v-Qd8uUEckfFAu2sLYjc-uPGW6BV6/view?usp=sharing>

Heading the Advertising Campaign for Symbiosis International University.

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## SKILLS

### Tally

Intermediate

### MS-Excel

Intermediate

### JavaScript

Beginner

### MS-PowerPoint

Advanced

### MS-Word

Advanced

### MySQL

Advanced

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## ADDITIONAL DETAILS

- English (Advanced)
- Hindi (Advanced)
- Arabic (Moderate)
- Spanish (Beginner)