

RUTUJA JEDHE

Master of Business Administration (2021-2023)

Date of Birth: 13/06/1997

Email Id: rutujajedhe6@gmail.com

Mobile No: +91 9921587520

Address: Sadashiv Peth, Pune, 411030

LinkedIn: <https://www.linkedin.com/in/rutuja-jedhe-188127216>



Master's in Marketing, aspiring for a job in a growth-oriented organization, where my professional experience and organizational skills can be utilized to make a positive contribution to the marketing department by putting in maximum effort. Adept in various social media platforms and office technology programs. Dedicated and passionate about achieving personal and organizational goals with leadership and managerial skills.

Skills:

- MS Excel, MS Word, MS PowerPoint, MS Teams, Canva,
- Social media marketing
- Brand Management, Advertising
- Interpersonal communication, accomplishing deadline-driven tasks, efficient time-management, team co-ordination, hunger to learn and get things done approach

Professional experience:

STANDARD CHARTERED BANK – Chennai

(March 2023 – September 2023)

Digital Marketing Executive

- Developed and executed digital marketing strategies for banking products and services
- Managed online advertising campaigns across multiple channels
- Created engaging content for website, social media, and email marketing
- Ensured brand consistency and alignment with marketing objectives.
- Worked with different marketing departments to learn about various types of online marketing

CS GIRISH VERMA AND ASSOCIATE - Pune

(June 2018- December 2020)

Junior Associate (Internship)

- Complied with the appointment and resignation of the directors and key managerial personnel
- Assisted in drafting minutes of AGM and examined and lodged various required forms
- Handled clients via telephone and mail
- Served as an assistant to all administrative personnel and acted as the first point of contact for visitors and customers.

Educational summary

❖ **Master of Business Administration (Marketing Specialization) – 68%**

AIMS IBS Business School, Bangalore University

❖ **B.COM (Marketing specialization) – Second Class**

Modern College, Pune

❖ **HSC Maharashtra State Board – 81%**

H.H.C.P, Pune

❖ **SSC Maharashtra StateBoard – 90%**

Raja Raghunathrao Vidyalaya, Pune

Research Papers / Publications

- Published a paper on “An empirical study on the impact of COVID-19 on the e-recruitment process” under UGC Publication (Dec 2022)
- Caselet on “PORTER” company got published in “SAKSHAM JAZBAA” (Aug 2022)

Certifications

- Attended Global Exposure Program 2023 (Putra Business School, Malaysia)
- Attended Digital Marketing Workshop
- IELTS (English Exam, November 2020)
- IRDA exam qualified (April 2023)

Languages

English
Hindi
Marathi