

# Bhavya Raheja

bhavya.raheja1998@gmail.com | +91 8920720135 | Faridabad

## CAREER OBJECTIVE

To obtain a challenging & growth-oriented position in a forward-thinking organization where I can apply and expand my skills in technology, creativity, & problem-solving. I aim to contribute meaningfully to team goals while continuing to develop professionally in a stable, learning-rich environment

## WORK EXPERIENCE

### Digital Sales & Marketing Assistant

Oct 2020 - Dec 2022

SHIV SHAKTI TECHNOCRATES, Faridabad

- Online advertising (OLX, FB, Insta, WhatsApp)
- Customer inquiry handling
- Competitor price tracking
- Coordinating product viewings
- Using digital tools and communication skills

### Digital Marketing • Internship

Apr 2019 - Jun 2019

Byo Burn Technology, Mohali

- Listed products on OLX, Facebook Marketplace, Instagram
- Assisted in digital visibility and customer response
- Worked on social media strategy and audience interaction

### Operations & CAD Support Assistant

Feb 2018 - Mar 2019

SHIV SHAKTI TECHNOCRATES, Faridabad

- Continued responsibilities from earlier role (record keeping, accounts, coordination)
- Assisted in CAD design for technical components
- Operated VMC machines and supported basic Fanuc controller programming
- Developed better understanding of mechanical processes and shopfloor coordination

### Operations & Accounts • Internship

Jun 2017 - Jan 2018

SHIV SHAKTI TECHNOCRATES, Faridabad

- Maintained sales and purchase records in Excel and Tally ERP
- Handled bank entries, GST, and expense tracking
- Managed attendance and salary records
- Coordinated with customers and vendors for follow-ups and payments

## EDUCATION

### Master of Computer Applications (MCA),

2024 - 2026

Aggarwal College Ballabgarh

### Bachelor of Computer Applications (BCA),

2017 - 2021

Indira Ghandi National Open University

Percentage: 63.04%

### Senior Secondary (XII), CBSE

2017

Science

D C Model School, Faridabad

Percentage: 55.60%

### Secondary (X), CBSE

2015

Manav Rachan International School, Faridabad

CGPA: 5.80/10

## TRAININGS / CERTIFICATIONS

### Web Designing

Oct 2024 - Jun 2025

Computer Learning Institute, Faridabad

I've learned various topics of html, css, js, jQuery, bootstrap and worked on multiple projects eventually live on github

### Become A Probability & Statistics Master

Nov 2021 - Jan 2022

udemy, Virtual

### C++ Programming

Dec 2018 - Jan 2019

Ducat, Faridabad

### UG NX Cad

Sep 2017 - Nov 2017

RVM CAD, Faridabad

### PORTFOLIO

[Quora link ↗](#)

[GitHub link ↗](#)

[Medium link ↗](#)

[Behance link ↗](#)

[Portfolio link ↗](#)

### SKILLS

- C++ Programming
- JavaScript
- HTML
- AutoCAD
- Java
- CSS3
- CSS
- jQuery
- Bootstrap
- HTML 5
- NX Siemens (formerly Unigraphics NX)

### Graphic Design Masterclass - Learn Great Design

May 2024 - Jul 2024

udemy, Virtual

### Java Masterclass

Feb 2020 - Jun 2020

udemy, Virtual

### VMC OPERATING, SETTING & PROGRAMMING (DELCAM)

Nov 2017 - Jan 2018

RVM CAD, Faridabad

### Autocad 2D & Isometric

Aug 2017 - Sep 2017

RVM CAD, Faridabad