



Saini Naz

fresher

Profile

BBA graduate - Fresher with less than 1 year experience is seeking a full time position in a reputable organization.

Committed to utilizing my skills to further the mission of a company.

Bringing forth a motivated attitude and a variety of powerful skills.

Able to effectively self-manage during independent projects, as well as collaborate as part of a productive team.

Education

Kendriya Vidyalaya No. 2 Salt Lake at Kolkata

Higher Secondary (HS) Graduate.

I cleared my 12 the higher secondary board from Kendriya Vidyalaya No. 2 Salt Lake with 71.2%

Sister Nivedita University at Kolkata

UnderGraduate

I did my BBA (digital marketing) from Sister Nivedita University with cgpa of 7.28.

Internships

Content Writing at Team Everest NGO at Volunteer , Kolkata

September 2023 — Present

I Did Internship As Story Content Writing for Team Everest NGO.

- Developed and managed a team of content writers to produce content on a consistent basis
- Managed a team of freelance writers to ensure all content was delivered on time and within budget

Address

HC Block Sector - iii, Police Abasan
Salt Lake
Kolkata, West Bengal , 700106
India

Email

saininaaz1435@gmail.com

Phone

9903904898

Date / Place Of Birth

28/12/2001, West Bengal

Driving License

None

Nationality

Indian

Skills

Communication Skills
Conflict Resolution
Leadership Skills
Decision Making
Problem Solving
Adaptability
Microsoft Office Word
Microsoft PowerPoint
Time Management
Microsoft Excel
Leadership
Microsoft Office
Ability to Work in a Team

Hobbies

Drawing, Sketching, Singing and
Playing Guitar.

Languages

Hindi
English
Bengali