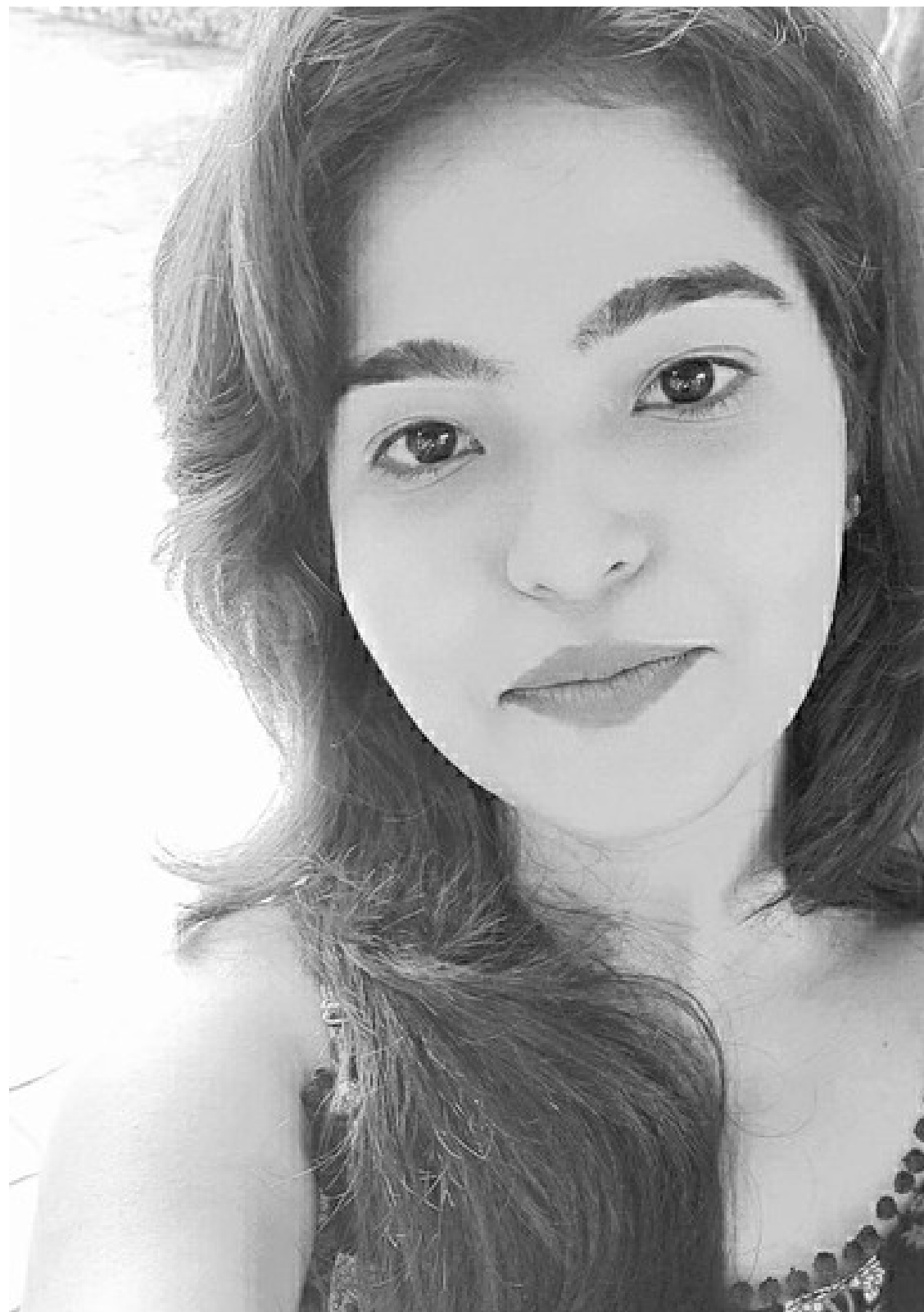


# TANISHKA MANGTANI



Seeking a position to utilize my present skills & abilities in an organization that offers professional growth while being resourceful, innovative and flexible.

+91 7400586465  
tmangtani1998@gmail.com  
House no. 266/A,  
Near Gulzar Hotel, Madan Mahal,  
Jabalpur(M.P.)

## EDUCATION

2020 | Bachelor Of Commerce With Computer Application  
Mata Gujri Mahila Mahavidhyalaya, Jabalpur (M.P.)

2017 | Intermediate | CBSE  
St. Aloysius Sr. Sec. School, Jabalpur (M.P.)

2015 | High School | CBSE  
St. Aloysius Sr. Sec. School, Jabalpur (M.P.)

## WORK EXPERIENCE

**Digital Marketing Executive**  
IOTA Informatics Private Limited May 2021 – Dec 2022

- Handling social media accounts of clients.
- Team coordination.
- Running campaigns.
- Graphics creation.
- Web content creation.
- Also worked as Project lead.

**Human Resources Executive**  
Pixie Hospitality Service Pvt. Ltd. Sep 2020 – May 2021

- Handled recruitment for hotel & restaurant staff.
- Taking interviews, scheduling their further job trials.
- Maintaining excel sheets.

**Counselor | Receptionist**  
Talwalkars Jan 2020 – Mar 2020

- Counseling customers, follow-ups, feedback calling, generating enquiries.

**Human Resources Associate**  
Saisun Outsourcing Services Pvt. Ltd. Aug 2019 – Oct 2019

- Handling onroll job recruitment.
- Direct coordination with the client.

**Marg Software Operator**  
Dinesh Exports Private Limited May 2019 – July 2019

- Work on marg software, excel sheets, receipts creation.

**Back Office Associate**  
Chaze Apr 2019 – May 2019

- Product updation in app, taking orders, solving customer queries, feedback & reviews.

## SKILLS

- Social Media Marketing
- Content Marketing
- Graphic Design
- Google Ads
- Business Branding
- Copywriting
- SEO

## LANGUAGE

- English
- Hindi

## SOCIAL

linkedin.com/in/tanishkamangtani/  
 facebook.com/tanishkamangtani/  
 instagram.com/tanishka\_mangtani10/  
 https://twitter.com/TanishkaMangta1

## HOBBIES

- Watching movies & series
- Reading books
- Dancing
- Singing
- Cooking



## INTERNSHIPS

- Technical Content Writing at Market Statsville (3 months).
- Digital Content Writing at SkillEnhanced (3 months).



## CERTIFICATIONS/AWARDS

- Awarded & Certified for the Most Impactful Startup in the field of education & skill development for the year 2020.
- Certified by People's Reflection to encourage talent for Content Writing Competition (scored 94 out of 100).
- Certified & Recommended for Technical Content Writing at SkillEnhanced.
- Certified DG-Star Performer Of The Month at IOTA Informatics.
- Certified on completion of 1 year of work at IOTA Informatics.
- Certified for completing TTT Writing That Sells Courses.
- Certified for completing Social Media Masterclass Course at Skillshare by Robin & Jesper, Digital Marketing Professionals.
- Certified for completing Digital Marketing Masterclass Course at Skillshare by Robin & Jesper, Digital Marketing Professionals.
- Certified for completing Content Marketing Strategies Course at Skillshare by Robin & Jesper, Digital Marketing Professionals.
- Certified for completing Business Branding Masterclass Course at Skillshare by Robin & Jesper, Digital Marketing Professionals.
- Certified for completing Copywriting Masterclass Course at Skillshare by Robin & Jesper, Digital Marketing Professionals.
- Certified for completing SEO Training Masterclass Course at Skillshare by Robin & Jesper, Digital Marketing Professionals.
- Certified as 'Writing Intern' at Marpu Foundation.

## PERSONAL

- **Father's Name:**  
Mr. Rajkumar Mangtani
- **Mother's Name:**  
Mrs. Sharda Mangtani
- **Date Of Birth:**  
November 10, 1998
- **Marital Status:**  
Single
- **Nationality:**  
Indian