

# KHUSHI JAIN

## CONTACT

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## SKILLS

- Digital Marketing
- Management Skill
- Communication Skill
- MS Office
- Customer relation  
management

## STRENGTHS

- Passionate & Ambitious
- Hard working & well  
disciplined
- Positive thinking
- Good communication  
skills
- Soft spoken

## EDUCATION

- MBA | Finance & Marketing  
IIM , Jaipur (2021-2023)  
CGPA- 8.62
- BBA | Finance & Marketing  
ICG, Jaipur (2018-2021)  
CGPA - 8.9

## HOBBIES

- Poetry
- Cooking & Baking
- Bharatanatyam
- Aerobics
- Singing
- Travelling

## PERSONAL PROFILE

Motivated management student with expertise in sales and marketing, actively pursuing a challenging career with a forward-thinking organization. Eager to leverage my skills and knowledge to contribute to the growth of a dynamic company while further enhancing my professional capabilities.

## WORK EXPERIENCE

### Assistant Manager - Kotak Mahindra bank

- Led day-to-day branch operations, overseeing a team of professionals to ensure efficient and compliant banking services.
- Provided exceptional customer service by addressing inquiries, resolving issues, and promoting a range of banking products
- Ensured strict adherence to regulatory requirements and internal policies, maintaining a high level of compliance
- Generated and analyzed reports on branch performance, providing regular updates to senior management.

### Service Officer - Kotak Mahindra bank

- Processed high volumes of transactions accurately, implementing streamlined processes for improved efficiency.
- Ensured strict adherence to regulatory requirements, with a focus on KYC and AML procedures.
- Maintained accurate and up-to-date customer documentation to minimize compliance risks

### Business developer - Garud survey

- Conduct thorough market research to identify trends, potential clients, and competitive landscape within the drone industry.
- Build and maintain relationships with clients, understanding their needs and presenting drone solutions

### Digital marketer - Asman foundation

- Develop and maintain a strong online presence for the NGO through various digital platforms.
- Manage and optimize social media accounts to connect with the audience and share compelling stories about the NGO's impact.

### Content Writer - Asman foundation

- Create and update content on the NGO's website, ensuring that it reflects the latest information about projects, events, and initiatives.
- Create shareable content, including posts, graphics, and videos, to engage and expand the NGO's online community

### Stock Market Investor- NSE

- Built and maintained a diversified investment portfolio, optimizing asset allocation for risk mitigation and return enhancement

### The Weekend Donuts

- Co-Founded and launched a small donut business, conceptualizing and implementing the business plan.
- Developed and executed marketing strategies to increase brand awareness and attract customers.

## CERTIFICATIONS

- Introduction to Financial Marketing (Coursera)
- Fundamentals of Digital Marketing (Google)
- Bookkeeping Basics (Coursera)

## ACHIEVEMENTS

- Achieved high rank (Blue belt) in Taekwondo(Korean martial art)
- Gold medalist in interschool girls cricket match
- Shared stage with **Nirupama Rajendra** in Bharatanatyam performance
- Participated in various classical singing competiton.
- Represented my house in lot of competitions, won 2nd prize in singing competition and 1st prize in shortput