



Palak Saxena

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CAREER OBJECTIVE

To explore and excel in a dynamic work environment where I can utilize my skills, learn new things, and contribute to the growth of the organization.

ACADEMIC QUALIFICATION

Course	Name of the Institute	Board/University	Year	Percentage
B.Com(H)	IIMS	Invertis University, Bareilly	2022-2025	74.02% (Till 3 rd sem.)
Senior Secondary	Bishop Conrad Sr. Sec. School	CBSE	2022	87.2%
Secondary	Bishop Conrad Sr. Sec. School	CBSE	2020	77.7%

SUMMER INTERNSHIP TRAINING

Name of Organization: 'Hands Vs Hunger Welfare Society'

Profile: Head Coordinator of my team members

Duration: 1 month

Key Learning: Leadership skills, Canva, Video Editing, MS Excel, Team work, Communication skills

OTHER INTERNSHIPS (ONLINE)

Name of Organisation: 'Xlirates'

Duration: 2 months

Profile: Social Media Marketer

Key Take Away: Communication skills, Video Editing skills, Marketing strategies

Name of Organisation: 'Pyzaql'

Duration: 1 month

Profile: Campus Ambassador

Key Take Aways: Networking

INDUSTRIAL VISIT

Name of organization: 'Parle Biscuits Pvt. Ltd., Pantnagar'

Key Take Away: I learned a lot about the manufacturing process of biscuits and the scale of their operations. It was fascinating to see how they ensure quality control and maintain efficiency in their production. I also gained insights into their marketing strategies and how they have built such a strong brand presence.

CERTIFICATE PROGRAMME/ WORKSHOPS/CONFERENCES/WEBINAR

- Attended online Alumni Guest Lecture titled "Skill Development and Youth Empowerment" organized by Department of B.COM. Invertis University, Bareilly, April, 2023
- Certificate of participation: Brand Expo – The World Redesigned, September 2023
- Certificate of participation: 5th International conference on Recent Advances and Technology, December, 2023
- Attended online Alumni Guest Lecture titled "Empowering Communities through NGO" organized by Department of B.COM. Invertis University, Bareilly, February, 2024
- Attended Mind awakening session titled "Yoga and meditation" organized by Department of B.COM., Invertis University, Bareilly, March, 2023

ACHIEVEMENTS

- Dancing
Proficient in various dance forms like hip-hop, contemporary and Bollywood. Experience performing in dance competitions and stage productions. Received Ms. Runner-up Award in my Freshers, 2022 and got 1st Prize in Sangam 2024.
- Sketching
Skilled in freehand sketching and illustration using mediums like pencil and charcoal. This can be valuable for advertising, graphic designing.

KEY ATTRIBUTES

- Proficient in MS Excel, PowerPoint, Canva
- Skilled in video editing and production
- Knowledgeable in marketing strategies

PERSONAL PROFILE

Name: Palak Saxena

Date of Birth: 07/04/2005

Gender: Female

Father's Name: Swapnil Saxena

Mother's Name: Rakhi Saxena

Language: English & Hindi

No.: 9045792847

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DECLARATION

I hereby declare that the information provided above is true and the best of my knowledge.

A handwritten signature in blue ink, appearing to read 'Palak', with a long horizontal stroke extending to the right.

Palak Saxena

March/20/2024