

## Sarthak Arora

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### PROFESSIONAL SUMMARY

Fresher business administration student seeking full-time job opportunity as talent acquisition can start work as coordinating events, managing social media platforms etc. Proficient in working on Microsoft Office tools and Google workspace.

### POSITION OF RESPONSIBILITY

#### Convener , FIN-VEST Club

- Responsibilities undertaken.

### EDUCATION

#### Bachelor of Business Administration

August, 2022 – Present

Seth Jai Parkash Mukand Lal Institute of Management & Technology, Radaur

- Relevant Coursework Completed: Bachelor of Business Administration
- Seminar Delivered: Break Even Point and Major Economy of India
- Co-curricular Activities: Certification in Zest day, Participation in various club activities

#### Senior Secondary School Examination

Kendriya Vidyalaya Jamnagar

April, 2019 – March, 2020

- Relevant Coursework Completed: Senior Secondary School Examination
- Co-curricular Activities: Quiz and Cultural activities

#### Secondary School Education

April, 2021 – March, 2022

- Relevant Coursework Completed: Secondary School Education
- Co-curricular Activities: Cultural Activities

### ACCOMPLISHMENTS

- Secured Positions in management game, events, activities etc. Like in HR Bingo, Smart Analyst
- Certification for marketing ideas with Reliance
- Certification in Zest Day at JMIT, Radaur

### HOBBIES & INTEREST AREAS

- Watching webseries, listening music and Digital work
- Interaction, playing outdoors games .
- Reading

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## SKILLSET

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- Powton
- Microsoft office
- Animator
- Google Sheets
- Google Sites
- Word Cloud

**Date:**

**Place:**