

Resume

Candidate Name: NITI MITTAL

Mobile No: 9911904891

Email ID: nitimittal2004@gmail.com

CAREER OBJECTIVE

- Dedicated BBA student with a passion for business administration and a keen interest in technology. Seeking opportunities to apply my knowledge in both business and IT realms. Eager to contribute to organizational excellence by bridging the gap between business processes and innovative technology solutions.

ACADEMICS

- **Graduation Details:** Pursuing BBA at SRM IST Delhi - NCR Campus. (Current CGPA: 7.89)
- **Intermediate:** 80%
- **Higher Secondary:** 77%

CERTIFICATIONS & WORKSHOPS

- **Certification 1:** Advanced Microsoft Word proficiency covering formatting, document creation, and mail merge. Essential for seamless team communication.
- **Certification 2:** Intensive Digital Marketing Workshop focusing on SEO, email marketing, and content strategy. Vital for enhancing online visibility and marketing optimization.
- **Relevance to Sales and IT Roles:** Enables persuasive content creation for sales professionals and collaboration on web projects for IT teams.

TECHNICAL SKILLS

- Proficient in database management and advanced in Microsoft Word, complemented by proficient Microsoft Excel skills. These competencies reflect a versatile technical skill set honed through practical experience, facilitating effective task execution and project management.

ACHIEVEMENTS

- "I led teams in college events and contributed effectively to group projects, showcasing decision-making and collaboration. Additionally, I served as Joint Secretary in Rubaroo National Fest and Co-Lead in National Technical Fest. As the President of the entrepreneurship club, I further honed my leadership skills and fostered innovation within our community."

PERSONAL DETAILS

- **Date of Birth :** 17-MAY-2004
- **Current Address :** Ghaziabad, UTTAR PRADESH
- **Languages Known :** ENGLISH, HINDI

(NITI MITTAL)