

Aastha Rawal

DOB: 06/09/2004|E-mail-aastharawal137@gmail.com|Phone:+91- 9873491725|

[LINKEDIN:https://www.linkedin.com/in/aastha-rawal-804b75245?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app](https://www.linkedin.com/in/aastha-rawal-804b75245?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app)

EDUCATION			
Year	Course	Institution	Result
2022-2025	BCom	Delhi College of Arts and Commerce, Dehi	6.25 CGPA
2022	12 th Stream (CBSE)	Little Fairy Public School, Delhi	91.5%
2020	Matriculation (CBSE)	Little Fairy Public School , Delhi	81%

INTERNSHIP EXPERIENCE	
HR INTERN - Mentorsity	June'23- July'23
<ul style="list-style-type: none">Assisted human resources and recruiting teams by scheduling phone screens and group interviews.Filed paperwork, sorted, and delivered mail and maintained office organization.Posted job openings, screened resumes and scheduled interviews to fill positions with qualified candidates.Developed and implemented onboarding and orientation programs.	
SOCIAL MEDIA MARKETING INTERN - Eduspirit	August'23- September'23
<ul style="list-style-type: none">Designed and presented social media campaign ideas. Conducted daily updates to social media profiles to boost company online presence.Contributed to mock-ups, email campaigns, and social media content.	

POSITIONS OF RESPONSIBILITY	
BUSINESS DECELOPMENT HEAD - Vyapaar, E-Cell CDC	June'23 - April' 24
<ul style="list-style-type: none">Leading the development department, maintaining cordial relations with all department members.Researching, planning, and implementing new strategies for growth and development of the departmentConducting regular workshops to familiarise members with the department and its working.Working closely on two startups - SmartPark and Daily Grind.Volunteered at Amazon Great Indian Festival.	

Skills & Interests	<ul style="list-style-type: none">English ProficiencyMicrosoft ExcelCanvaMicrosoft PowerPointSearch Engine Optimisation (SEO)A1 German Language
-------------------------------	--