



# Aditi Mathur

aditiravimathur@gmail.com

+91 9785068471

Jaipur, Kota

---

## EDUCATION

### Bachelor of Commerce (B.Com), Commerce (2015 - 2018)

University of Rajasthan

Percentage : 60.00%

### XII (Senior Secondary), Commerce

Year of Completion: 2015

CBSE Board (SOPHIA GIRLS SENIOR SECONDARY SCHOOL)

Percentage : 82.00%

### X (Secondary)

Year of Completion: 2013

CBSE Board (SOPHIA GIRLS SENIOR SECONDARY SCHOOL)

CGPA : 7.90/10

---

## INTERSHIPS

### Translator

Citizens Daily (Virtual)

Aug 2017 - Present

Currently working as a translator in a web startup.

---

## POSITIONS OF RESPONSIBILITY

- Served as a trainer at a NGO.
  - group leader in making presentation at school level.
  - leader in debate completions at school level.
- 

## PROJECTS

### Social media handling

Jan 2018 - Present

I currently handle an Instagram account of a NGO namely Angles at work.

---

## SKILLS

Adobe Photoshop

Intermediate

Tally

Intermediate

MS-Excel

Intermediate

MS-Office

Advanced

MS-PowerPoint

Advanced

MS-Word

Advanced

CorelDRAW

Intermediate

Social Media Marketing

Intermediate

English Proficiency (Spoken)

Advanced