



# MONIKA YADAV

Address: Silver City Themes , Derabassi Punjab

E-mail: [monikakrishenvanshi@gmail.com](mailto:monikakrishenvanshi@gmail.com)

Phone: +91 8264163847

LinkedIN:

[linkedin.com/in/monika-krishenvanshi-848849198](https://www.linkedin.com/in/monika-krishenvanshi-848849198)

## PROFESSIONAL SUMMARY

I am an enthusiastic, self-motivated, reliable, responsible multitasker, and hard working person.

I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using my own initiative.

I am able to work well under pressure and adhere to strict deadlines.

## KEY COMPETENCIES

Management skills | Creative thinking | Customer service | Strategic planning | Project management | Oral and written communication | Presentation & Public speaking | Multitasking | Tally | Excel | Digital marketing



## INTERPERSONAL SKILLS

Leadership | Management & Coordination | Decision Making | Team work | Verbal & Written communication skills

## INTERESTS & HOBBIES

Organizing things | Vlogging and content creation | Travelling | Trying different cuisines

## LANGUAGES KNOWN

English | Hindi | Punjabi |

## PERSONAL DETAILS

Mother's Name: Mrs. Lakshmi

Father' Name: Mr.Sanjeev Kumar

D.O.B.: 19/12/1997

## EDUCATION

Masters in Business Administration | Chandigarh University, Gharuan Session: 2021-2023 | Score: 7.5 CGPA

Bachelors in Commerce | GGSDS College , Banur Session: 2016-2019 | Score: 6.9 CGPA

Intermediate (CBSE) | Satluj Public School , Panchkula Session: 2015-2016 | Percentage: 76.2 %

Matriculation (CBSE) | Satluj Public School , Panchkula Session: 2013-2014 | Percentage: 95 %

## WORK EXPERIENCE

### ACCOUNTING & SALES

#### ANGAD ENTERPRISES | MAY2020 -JULY2021

- Managing company sales
- Data handling and documentation
- Maintaining accounts of the company
- Online leads generation

### SOCIAL MEDIA MANAGER & GRAPHIC DESIGNER

#### SOCIAL COLORS | SEPTEMBER 2021

- Handling social media platforms of various clients from healthcare industry & giving content ideas
- Managing Social Colors 's social media
- Preparing Campaign calendars and Monthly reports
- Communicating with clients
- SEO , Graphic designing , Google ads , etc.

## TRAINING & PROJECTS

### GRAPHIC DESIGNER | INVENTIVA - 2022

- Providing 15 news creatives everyday
- Social Media Managing

### SOCIAL MEDIA MANAGER | ACEBURGEON- 2022

- Social Media Managing
- Graphic designing
- Content creation

## CERTIFICATIONS & AWARDS

- Internship Certificate from Inventiva
- Excel Certification from Udemy
- Digital Marketing Certification from Udemy

## EXTRA CURRICULAR & CO-CURRICULAR ACHIEVEMENTS

- Class Representative for two consecutive terms in Training and Placement Program of University