

# KAVITA GURUNG

## Business Woman & Proud Bibliophile

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@Rheagurung7

✉ 8th Mile, Jagun  
kavitagurung

📍 Tinsukia, IND

🌐 kavitagurung.github.io



## EXPERIENCE

### Event Coordinator & Host

#### Flawsome Group of Entertainment

📅 Jan 2020 – Jan 2020

📍 Tinsukia, IND

- Coordinated & managed the proceedings of the event having 300 attendees
- Effectively coordinated with event organizers for superior outcomes delivery
- Answered guests' queries promptly by Critical Thinking and Problem Solving

### Event Coordinator & Host

#### Memories Group of Management

📅 Nov 2019 – Nov 2019

📍 Tinsukia, IND

- Coordinated & managed the proceedings of the event having 200 invited guests
- Worked closely with event organizers to eschew potential issues
- Effectively communicated expectations of the attendees with the organizers via constant interaction and all of the details of the events with invitees

### Product Marketer

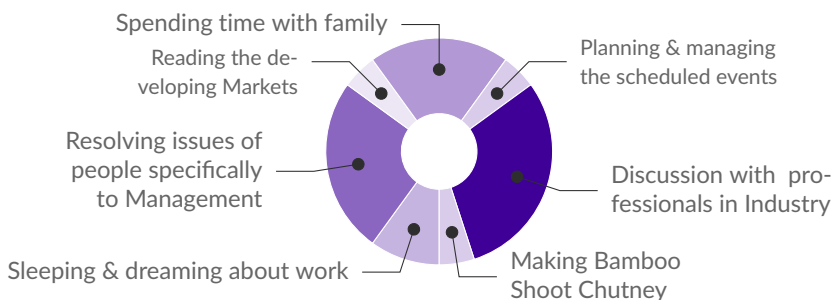
#### Vivo Dealership

📅 Oct 2018 – Oct 2018

📍 Tinsukia, IND

- Appointed to lead the Marketing Drive and Customer Interaction
- Executed strategy based on market analysis, competitive research & popular feedback to communicate about the newly launched products
- Vivo Showroom observed sales increment and enhanced customer engagement as consequence

## A DAY OF MY LIFE



## REFEREES

### Prof. Santanu Bora

@ Coordinator CME Dept. Tinsukia College  
✉ santanubora13@gmail.com

## LIFE PHILOSOPHY

*"Habits are the compound interest of self-improvement."*

## MOST PROUD OF



### Courage I had

to take a sinking ship and try to make it float



### Persistence & Loyalty

I showed despite the hard moments and my willingness to stay with Memories Group against misrepresented notions



### Vivo Showroom's Growth

from a few engagements per day to over in double digits



### Most Awarded Student in BBA

Received most number of honors in BBA of CME Dept. Tinsukia College

## STRENGTHS

Hard-working

Persuasive

Motivator & Leader

Microsoft Office

HTML

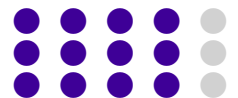
Product Management & Marketing

## LANGUAGES

English

Hindi

Assamese



## EDUCATION

### B.B.A. in Digital Marketing

#### Dibrugarh University

📅 July 2017 – Present

Secondary School in Physics, Chemistry, Biology

#### Prabhattara Children English Academy

📅 April 2015 – May 2017