

LANGUAGES KNOWN

- English
- Hindi
- Marathi
- Japanese (beginner)

SKILLS AND PROFICIENCIES

- Microsoft office specialist
- Basic Accounting
- Content Writing
- Statistics
- Written communication
- Japanese (Beginner)
- Organizing
- Proofreading
- Research
- Detail oriented
- Researching trends
- Analyzing data
- Report writing
- Economic analysis

ACCOMPLISHMENTS

- GOLD MEDALIST for BEST INTERN at Radix Educational Trust 2021.
- Stood at 3rd position for Inter College PPT Competition 2021.
- First rank in MA Economics 2020-21.
- Subject topper - Economics general 2017-18.
- Concluded Gender and Culture course with "0" grade.

TALK TO ME !

Address –Lohegaon, Pune.
Contact: 9325962617
E-mail: artimulik01@gmail.com

ARTI MULIK

Seeking an opportunity to begin my career in a professional environment, where I can utilize my knowledge and skill for achieving goals of the organization.

EDUCATIONAL BACKGROUND

St. Mira's College For Girls ,Pune 2020-2022

- Pursuing **M.A (ECONOMICS)**
- Research Project - Green Economy.
- **Class Representative** 2021-2022

St. Mira's College For Girls ,Pune 2017-2020

- **B.A (ECONOMICS)**
- CGPA - 9.917
- Research paper - Vision 2020

EXPERIENCE

1.ADMINISTRATIVE SECRETARY

International Institute for SDGS and Public Policies

Research 2021

- Wrote and proofread error -free letters , memorandums and project correspondence for the organization.
- Managed written communications.
- Handled research duties and responsibilities.
- Organized documents.
- Handled E-mails .
- Other work included Resume screening , scheduling interviews etc.

2. PLACEMENT REPRESENTATIVE 2021-22

3. CONTENT WRITER

Radix Educational Trust 2021

- Created and proof-read the text content for the organization.
- Developed and updated instructional content to meet learning requirements of the students.
- Writing descriptions of various projects undertaken by the organization.
- produced reports on the projects.