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## EDUCATION

### **Bachelor of Business Administration (B.B.A.)**

NSHM Knowledge Campus

2019 - 2022

CGPA: 8.60/10

### **Senior Secondary (XII), Commerce**

Sri Krishna Public School, Jamshedpur

(ISC board)

Year of completion: 2019

Percentage: 82.00%

### **Secondary (X)**

Sri Krishna Public School, Jamshedpur

(ICSE board)

Year of completion: 2017

Percentage: 86.50%

## JOBS

### **Content Writer**

Esta Global, Virtual

Mar 2023 - Present

Working with multiple clients to deliver content in all niches. I specialize in writing blogs, articles, bookmarking descriptions, classifieds, ad copies, social media posts, product descriptions, guest posts, and website content.

### **Content Writer**

Inkshed Content Solutions, Virtual

Dec 2022 - Mar 2023

Worked as a freelance writer and delivered content in almost all niches.

## INTERNSHIPS

### **Fundraising**

Odisha Development Management Program, Virtual

Sep 2022 - Oct 2022

To raise funds for the organization organically.

### **Social Media Marketing**

ANAR Business Community App, Virtual

Aug 2022 - Sep 2022

The job role was to:

1) Onboard businesses on Anar app through social media marketing, digital marketing and organically.

- 2) Attend regular team meetings and
- 3) Educate businesses about Anar app and convince them to download the app.

### **Human Resources (HR)**

Universal Tribes, Virtual

Sep 2021 - Oct 2021

The job role was to post the job descriptions of the sales and marketing interns online, screening resumes of the applicants, interviewing candidates, hiring potential candidates, train them and help them achieve their targets.

### **Marketing And Sales Intern**

Tenhard India Pvt Ltd, Virtual

Apr 2021 - Jun 2021

My job role was to promote Tenhard India Pvt LTD among people over various social media platforms and sell them subscription of e-books, digital magazines, newspapers, etc. Generation of a revenue of minimum 1000 was mandatory.

### **Campus Ambassador**

International Model United Nations (IMUN), Virtual

Jan 2021 - Feb 2021

It was a 5-weeks long campus ambassador internship which required us to bring IMUN online conference referrals, i.e., paid registrations for IMUN online conferences and promote online conferences over various social media platforms.

## **POSITIONS OF RESPONSIBILITY**

Attended the International Model United Nations (IMUN) as a delegate of South Africa, on 23rd January, 2020 and 24th January, 2020 and raised my voice on the topic of situation of farmers due to farmer's bill, 2020.

## **TRAININGS**

### **Introduction To Data Science**

edX, Online

May 2021 - Jul 2021

It was an online course of 6 modules which explained the basics of data science

### **Spanish (for Beginners)**

Spanish With Paul, Online

Nov 2020 - Jan 2021

### **Basics Of Customer Services**

ION Digital Hub, Online

Aug 2020 - Aug 2020

Online course offered by iON Digital Hub.

### **Career Edge-Knock Down The Lock Down**

tcs ion, Online

Apr 2020 - May 2020

It was a 14-day long online course on communication skills, offered by TCS ion.

## SKILLS

### **MS-PowerPoint**

Advanced

### **MS-Word**

Advanced

### **MS-Excel**

Advanced

### **Social Media Marketing**

Advanced

### **English Proficiency (Written)**

Advanced

### **Canva**

Intermediate

### **Research and Analytics**

Advanced

### **Creative Writing**

Advanced

### **Search Engine Optimization (SEO)**

Intermediate

### **Content Writing**

Advanced

## WORK SAMPLES

### **Other portfolio link**

<https://docs.google.com/document/d/1Elcc9UNr-dle3CEtyE559DPkICNZ64nek9R8pV-ymno/edit?usp=sharing>

## ADDITIONAL DETAILS

Secured first prize in 'Essay Letter Writing Competition' organized by NSHM hostel.

Was awarded a 'Certificate of Excellence' as the most valuable participant of the 'Collaboration of Songs and Poem' in the "Sonder-2020" hostel farewell.

Received the certificate of appreciation for performing in college fest "Login/Astitwa-2020" as a group singer.

Received the participation certificate for attending the IMUN online conference as a delegate.

Secured a medal in the college hostel fest, 'Treasure Hunt-2019'.

Received a Letter of Recommendation for the Odisha Development Management Program (ODMP) Fundraising program.