

EDUCATION

Bachelor of Commerce (B.Com) (Hons.), Taxation

The Bhawanipur Education Society College

2019 - 2022

Senior Secondary (XII), Commerce

National High School

(CBSE board)

Year of completion: 2019

WORK EXPERIENCE

Fundraising

Muskurahat Foundation, Virtual

Internship • Nov 2021 - Jan 2022 (2 months)

Marketing

Glam Diva, Kolkata

Internship • Feb 2021 - Mar 2021 (2 months)

Home Tutor

tutions, Virtual

Job • Jan 2020 - May 2022 (2 years 5 months)

SKILLS

English Proficiency (Spoken)

Advanced

English Proficiency (Written)

Advanced

MS-Excel

Advanced

Social Media Marketing

Beginner

Digital Marketing

Beginner

MS-Word

Advanced

MS-PowerPoint

Advanced

MS-Office

Advanced

Teaching

Advanced

Online Teaching

Advanced

Tally

Intermediate

Creative Writing

Intermediate

Content Writing

Advanced

Proofreading

Advanced

**Hindi Proficiency
(Written)**

Advanced

**Hindi Proficiency
(Spoken)**

Advanced

**Effective
Communication**

Advanced

Interpersonal Skills

Advanced

**Sindhi
Proficiency(Spoken)**

Advanced

Email Marketing

Intermediate

Copywriting

Advanced

Content Marketing

Advanced

Report Writing

Advanced

ADDITIONAL DETAILS

NCC c certificate holder, won prizes in public speaking, debate and sports