

Namo Jain

(+91) 9815854684 | namojain07@gmail.com | LinkedIn- www.linkedin.com/in/namo-jain-7119a822a

EDUCATIONAL QUALIFICATION			
Course	Year	Institution	Grade
BCom	2024	Jesus and Mary College, University of Delhi	8 CGPA
CBSE (Class XII)	2021	Sacred Heart Convent School, Sarabha Nagar, Ludhiana	95.6%
CBSE (Class X)	2019	Sacred Heart Convent School, Sarabha Nagar, Ludhiana	93.4%
LANGUAGE CERTIFICATION			
GERMAN LANGUAGE	2023-24	St. Stephens College, University of Delhi	

WORK EXPERIENCE

Marketing Intern, Pocket FM

(Feb 2024- June 2024)

- Collaborated on a groundbreaking pilot project aimed at driving app installs and content viewership, leveraging three innovative models.
- Assisted in developing and implementing influencer marketing strategies to amplify brand awareness and engagement. Contributed to successful execution of campaigns, delivered insights and recommendations for optimization based on campaign performance analysis.

Professional Recognition

- Certificates, LOR, Stipend

Influencer Marketing and Social Media Intern, Good Glamm Group(POPxo)

(Sept 2023- Nov 2023)

- Worked on a campaign where we developed and executed comprehensive influencer marketing strategies to enhance brand visibility. Managed relationships with influencers and negotiated collaborations, ensuring alignment with brand objectives.
- Drove social media presence through content creation, scheduling, and community engagement. Managed various platforms such as Instagram, Youtube, Josh, Facebook; curated visually appealing content, and collaborated with cross-functional teams to align social media initiatives with overall marketing goals for brands such as Scoopwhoop, MyGlamm and Sirona Hygiene.

Professional Recognition

- Certificates, LOR and Stipend

Social Media Intern, What's Up Life

(Sept 2022- Nov 2022)

- Managed 5 Instagram accounts, curating and creating high-quality content aligned with the company's identity.
- Developed and executed social media strategies to enhance engagement.
- Actively engaged with followers by responding to comments, messages and inquiries in a timely manner while maintaining the brand tone.

Professional Recognition

- Stipend

Content Writer, Aglasem

(Nov 2021- Feb 2022)

- Performed in-depth research into topics to write clear and accurate copy and managed the workload efficiently to produce high quality work within given deadlines.
- Authored articles on education-related topics, showcasing strong writing skills and subject matter expertise.

Professional Recognition

- Certificates, LOR and Stipend

POSITIONS OF RESPONSIBILITY

Content- Sub Head, Peace Society JMC (*Jan'22- May'24*)

- *Overseeing events, managing communication channels, and driving innovative initiatives to enhance the society's impact and engagement.*

Editorial Board, Girl Up Delhi University (*Jan'22- May'24*)

- *Helped the society in organizing various donation drives, worked for the company's monthly newsletter along with various other seminars.*

Finance and Sponsorship & Editorial Board Member, Department of Commerce (*Feb'22- Oct'23*)

- *Put up a stall at Comquest 2022 for fund cause along with two other students.*
- *Helped in finalizing various budgets for farewell and other DoC events.*

EXTRA-CURRICULAR ACTIVITIES

- Participated in 750 million Surya namaskar challenge for 21 days organized on the occasion of 75th Independence day.
- Volunteer- Bizquest ensemble 2.0 and Breaking Brands- Envisage 2.0 from 27th Feb to 6th March 2022
- Journalist representing International Press at SHCS MUN.
- Several certificates in Handwriting, and Academics.
- Attended various Baking Workshops.

LICENSES AND CERTIFICATIONS

- Basics in Business by Project Management Institute.
- Excel Data Analysis Certificate from European Open University & JP MORGAN.
- Omnichannel Marketing Program Certification from LULULEMON.
- Understanding Business (LinkedIn).

VOLUNTEERING EXPERIENCE

Worked in the Human Resource Dept. at Jankalyan Multipurpose Education Society (NGO).

ACADEMIC ACHIEVEMENTS AND PROJECTS

Attended a two-day International Conference on Evolving Business Strategies in transforming Global Environment at Jesus and Mary College.

LANGUAGES:

English and Hindi (Fluent)

● Punjabi (Native)

● German (Elementary)

TOOLS:

- *Excel*
- *Canva*
- *MS Office*
- *Powerpoint*

SKILLS:

- *Problem-solving*
- *Effective organization skills*
- *Meeting coordination*
- *Strong leadership*
- *Proofreading skills*
- *Deadline Management*
- *Strong Communication*
- *Innovative Problem Solving*
- *Exceptional Attention to Detail*