

EDUCATION

Bachelor of Business Administration (B.B.A.), Commerce

Thakur Ranmat Singh College

2021 - 2024

CGPA: 7.00/8

JOBS

Data Entry

Tiles Shoppe, Rewa

Apr 2022 - Present

I'm working on all the data related entries and manages all work.

I do work in excel, msword, tally etc.

INTERNSHIPS

Content Writing

Inkarto, Virtual

Feb 2023 - Mar 2023

I was doing internship with inkarto for atleast two months.

I was writing content for the page and planning content for the social media.

POSITIONS OF RESPONSIBILITY

Led a team of more then 10 women's Or 5 men's in committee's program.

And organised everything for program.

TRAININGS

Digital Marketing

Google, Online

May 2023 - Jun 2023

MS-Excel

Tiles Shoppe, Rewa

May 2022 - Present

SKILLS

Calligraphy

Advanced

Data Analytics

Advanced

MS-Excel

Advanced

Painting

Intermediate

Blogging

Intermediate

Content Writing

Intermediate

YouTube Ads

Intermediate

**English Proficiency
(Written)**

Advanced

**English Proficiency
(Spoken)**

Advanced