



SARTHAKI CHAVAN

A creative and quik thinking individual with a bend towards communicating and building a relationship . passionate about learning business concepts and possess the ability to handle work pressure



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Nivasa Udaan, B-704, porwal road
kutwal colony Lohegoan, pune



SKILLS

Team Management
Time Management
Microsoft office (Technical skill)
Creative thinking
Problem solving
Project Management
Active listening

CERTIFICATES

Financial Management , Management and
leadership, Accounting Fundamentals

EDUCATION

SENIOR SECONDARY SCHOOL

Mount St Ann senior secondary high
school - 2018-2020
87.6% - CBSE (Commerce)

BBA - INTERNATIONAL BUSINESS

Ajeenkya D Y Patil University
Pune - 2020 - 2023
88.6% - completed

MBA- DIGITAL MARKETING

D.Y Patil Center of Online Learning
Pune - 2024-2026

LANGUAGE

English , Hindi , Marathi
French (Beginner)

EXPERIENCE (INTERNSHIP/ JOB)

DIGITAL MARKETING ASSOCIATE

Navcara - 1 year (Feb - 2024)

- Worked as a digital marketer handling social media, SEO and Email Marketing

BUSINESS AND MARKETING RESEARCH

Turbostart - 3 months (2023)

Worked with different marketing tools , Creating marketing presentations, Working on Post creation, Creating Calendars for the Social media, Getting the post ideas, Creating Visuals , Data Gathering and collection

CONTENT DEVELOPER Webleads LLP - 5 Months (2022)

Searching relevant news, Writing news related to business and technology, Develop content idea, Concepts and produce sufficient content

PRODUCT MANAGER Analytical center of sustainable

development and digital

economy - 3 months (2022)

Creating content , examine the features and working of website, Promoting website, developing marketing strategy to launch the website , Working on getting interns through Job portal , Digital Marketing Aspects

GENERAL MANAGER My60 Pages NGO - 2 months (2022)

Handling different departments , going through there work procedures, assigning task , scheduling meetings, Handled Digital Marketing department

SOCIAL MEDIA MANAGER

Asiana Times - 1 months (2022)

- Creating content for social media