

EDUCATION

Bachelor of Commerce (B.Com), Commerce

Delhi University

2021 - 2024

Senior Secondary (XII), Commerce

Ggmsssschool

(HBSE board)

Year of completion: 2021

Percentage: 92.40%

WORK EXPERIENCE

Operations

Roslin Institute Of Concepts, Virtual

Internship • Feb 2024 - Present (2 months)

1. Sending mails to all the clients.

2. manage Excel sheets and the data. 3. communicate with the coaches regularly.

4. learnt to manage sessions.

Campus Ambassador

Krayonz, Virtual

Internship • Oct 2023 - Dec 2023 (2 months)

Have to take interview.

Hiring of new members.

Learnt communication.

Learnt Managing data.

SKILLS

MS-Excel

Intermediate

MS-Office

Intermediate

Recruitment

Intermediate

Data Analysis

Advanced

Effective Communication

Advanced

English Proficiency (Written)

Advanced

HR Analytics

Intermediate

ADDITIONAL DETAILS

Doing PROJECTS with funngro
Under registration, research etc.

