

EDUCATION

Bachelor Of Management Studies, Commerce

SIES College Of Arts, Science & Commerce

2022 - 2026

INTERNSHIPS

Operations

Walnut Publications, Virtual

Mar 2023 - Present

-Made the books print ready working with software like MS word.

-Analyzed the content and suggested the appropriate changes.

Video Making/Editing

Broxer Limited, Virtual

Jul 2022 - Oct 2022

-Edited the videos for the company.

-Worked on new projects.

-Editing daily videos such as news and education related for it's YouTube channel.

-Also creating shorts of the main videos.

-Created intros and outros for the channel.

Networking

Ss Break Free, Virtual

Feb 2022 - Feb 2022

-Learnt about social networking.

-Created contents for the company.

- Researched Data and Data entry for the website.

-Generate innovative ideas for content creation.

-Dealt with handling social media handles.

-Helped growing the page.

SKILLS

MS-Excel

Advanced

English Proficiency (Spoken)

Intermediate

English Proficiency (Written)

Intermediate

MS-Word

Advanced

Video Editing

Intermediate

Research and Analytics

Intermediate

WordPress
Intermediate

MS-PowerPoint
Advanced

Canva
Intermediate

Teaching
Intermediate

Adobe Premiere Pro
Beginner

Effective Communication
Advanced

Time Management
Advanced

Client Relationship
Intermediate

Business Research
Advanced

Copywriting
Intermediate

**Hindi Proficiency
(Spoken)**
Advanced

Microsoft PowerApps
Intermediate

Online Teaching
Intermediate

Content Writing
Intermediate

Operations
Intermediate

Recruitment
Beginner

MS-Office
Intermediate

Business Analysis
Intermediate

Creative Writing
Intermediate

Project Management
Advanced

ADDITIONAL DETAILS

Pursuing Bachelor Of Management Studies with specialization in Human Resource. Worked at a private firm for three years. Being into a networking video editing internship. I want to make career in product management, finding opportunities for the same