

## EDUCATION

### **BA In Political Science (Honors), Political Science**

Indira Gandhi National Open University

2021 - 2024

### **Diploma, Finance**

Bihar State Certificate In Financial Accounting

2022 - 2023

### **Diploma, Information Technology**

National Skill Training Institute

2020 - 2022

### **Senior Secondary (XII), Science**

CBSE board

Year of completion: 2020

Percentage: 65.67%

### **Secondary (X)**

CBSE board

Year of completion: 2018

Percentage: 59.00%

## JOBS

### **Internet Analyst**

Appen Inc., Virtual

Jul 2020 - Present

Worked as an Internet analyst for Appen.

Responsibilities included:

1. Data categorization
2. Web evaluation
3. Transcription and translation
4. Big data analysis

## INTERNSHIPS

### **Management Associate**

Dentaltree Private Limited, Purnia

Apr 2022 - May 2023

Worked as a management trainee for Dentaltree pvt. ltd.

Job responsibilities included:

1. Client and vendor management
2. Daily accounts logs
3. Business development
4. Compliance management
5. Devise strategies for organizational growth

POSITIONS OF RESPONSIBILITY	<p>Is a volunteer of Sahyog Swasthya and Sewa Sanghatan (Healthcare NGO) and UNICEF "YUVAA".</p> <p>Been a part of CARE India campaign.</p>	
TRAININGS	<p><b>Skill India Programme- IT Helpdesk Assistant</b></p> <p>NATIONAL SKILL DEVELOPMENT CORPORATION, Online</p> <p>Sep 2022 - Mar 2023</p> <p>Learnt fundamentals of Information technology.</p> <p>Communication skills.</p> <p>Usage of various software suits.</p> <p>Acquired basic computing competence.</p>	
PROJECTS	<p><b>Academic contributor at Oneclass</b></p> <p>Jul 2021 - Present</p> <p><a href="https://www.oneclass.com/profile/suandrip/38507">https://www.oneclass.com/profile/suandrip/38507</a></p> <p>Currently engaged as an academic contributor at Oneclass Inc.</p> <p>Primary functions are:</p> <p>To answer academic queries and help with assignments.</p> <p>Collaborative academic research</p> <p>Mentoring as a subject matter expert.</p>	
SKILLS	<p><b>Data Analytics</b></p> <p>Intermediate</p>	<p><b>Database Management System (DBMS)</b></p> <p>Beginner</p>
	<p><b>Effective Communication</b></p> <p>Intermediate</p>	<p><b>Email Marketing</b></p> <p>Beginner</p>
	<p><b>Financial literacy</b></p> <p>Intermediate</p>	<p><b>Creative Writing</b></p> <p>Beginner</p>
	<p><b>HR Analytics</b></p> <p>Beginner</p>	<p><b>MS-Office</b></p> <p>Intermediate</p>
	<p><b>Online Teaching</b></p> <p>Intermediate</p>	<p><b>Sales and Marketing</b></p> <p>Beginner</p>
ADDITIONAL DETAILS	<p>Secured 2nd rank at district level English essay and speech competition.</p> <p>Secured 1st rank (state level) in National Junior Maths Olympiad.</p> <p>Been a part of Nehru Yuva Kendra.</p>	