

## EDUCATION

### MBA

Ignou University

2023 - 2025

### Diploma, Electrical

I T I College

2021 - 2023

### Bachelor of Commerce (B.Com) (Hons.), Accounts

Patna Women College Science Block

2018 - 2021

### Bachelor of Commerce (B.Com) (Hons.), Accounts

Patna Women College Science Block

2018 - 2021

### Senior Secondary (XII), Commerce

International School Cbse

(CBSE board)

Year of completion: 2017

### Secondary (X)

Don Bosco Academy

(ICSE board)

Year of completion: 2015

## WORK EXPERIENCE

### Sales

Nblik, Virtual

Internship • Mar 2023 - May 2023 (2 mos)

Worked as a community manager

### HR Manager

Jankalyan Multipurpose Education Society, Virtual

Internship • Apr 2021 - Apr 2021 (1 mos)

Worked as Human Resource intern for the position of HR at project Siksha

### Capital Market Professional Course Internship

Marutatmaza Securities Pvt.Ltd., Patna

Internship • Jan 2021 - Aug 2021 (7 mos)

## TRAININGS

### Product Manager

udemy, Online

Aug 2023 - Sep 2023

I have learnt that as a project manager job is only specified till “what” and “why “ and “how” is for the person who will be working to make a particular project.

**Microsoft Excel**

udemy, Online

Aug 2023 - Aug 2023

Excel Macro/VBA MASTER

**Digital Marketing**

LernX, Online

Jun 2023 - Aug 2023

it was fun learning in depth about digital marketing as it interests me so much.

**Korean Language And Culture**

King Sejong Institute, Patna

Jul 2019 - Dec 2020

**Tally**

Patna Women’s College, Patna

Jan 2017 - Jan 2018

I did a certificate course in financial accounting (Tally) and obtained “A” grade in the examination

SKILLS

**English Proficiency  
(Written)**

Beginner

**Social Media Marketing**

Beginner

**Accounting**

Beginner

**MS-Excel**

Advanced

**Video Editing**

Intermediate

**Canva**

Advanced

**Korean Proficiency  
(Spoken)**

Intermediate

ADDITIONAL DETAILS

can run campaign using infinito portal