

## EDUCATION

### Master of Commerce (M.Com)

Mangalore University

2019 - 2021

## JOBS

### Operations

Wing Assistant, Virtual

Apr 2023 - Present

- Customer service
- Order management
- Email management
- Calendar management

### Partnerships Associate

Analog Camera Company, US, Virtual

Jan 2023 - Present

Reaching prospective clients via email  
Promotion and marketing

### Data Entry

GIGL Book Summaries, Virtual

Sep 2022 - Present

## INTERNSHIPS

### Administration

Optimum Wellness, Virtual

Jan 2023 - Jan 2023

### Operations

MRJ Hospitality, Virtual

Oct 2022 - Nov 2022

### Content Writing

Vegg, Virtual

Oct 2022 - Nov 2022

Writing content for linkedin posts  
Summarizing blogs to short form posts.

### Content Writing

Edsquare Ventures Private Limited, Virtual

Sep 2022 - Dec 2022

## SKILLS

### English Proficiency (Written)

Advanced

### MS-Word

Advanced

**MS-Excel**

Advanced

**English Proficiency  
(Spoken)**

Advanced

**MS-Office**

Advanced

**Content Writing**

Intermediate

**Creative Writing**

Intermediate

**Blogging**

Intermediate

**Accounting**

Beginner

**ADDITIONAL DETAILS**

Passed Bachelor of commerce degree with 90% marks.  
Received various proficiency awards at college level.  
Attended online training classes on business management  
and product marketing.

Achieved the "Star performer of the month" award for the  
month of May 2023- Wing AI