



CONTACT ME

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📍 ISME college Sarjapur Road

EDUCATION

BBA (Marketing & HR)

Bangalore University/ISME
Bangalore (68%)

2020 - 2023

Intermediate

ICSE Board/Kerala Samajam
Model School (65%)

2019 - 2020

Matriculation

ICSE Board/Kerala Samajam
Model School (72%)

2017 - 2018

SKILLS

Project Management

Design Thinking Process

Time Management

Lead Generation

Analytical/Problem Solving

People Management Skills

LANGUAGE

English -Professional **Proficiency**

Hindi -Professional **Proficiency**

Pawan Gupta

BBA (Marketing and HR)

An aspiring individual graduating in marketing and hr possesses a diverse and curious mentality of learning and grasping innovative & interesting techniques and ideas.A hard-working individual with excellent public skills and interpersonal skills, seeking a career trajectory where my capabilities can be tested and proven alongwith learning new skills to achieve organizational goals.



INTERNSHIP

Epitome TRC(HR Intern)

Tools Used : - PowerPoint, Excel,MS
word,Email Marketing.

March 2023 – April 2023

Learnings:

- Challenges of the corporate culture.
- HR processes and practices.
- Recruitment process practice and sourcing candidates.
- Email & LinkedIn Marketin



CERTIFICATION

Certificate: MS Office Training

Issued by: Grahetsk Company

Duration: **March 2022- March 2022**

Learning: Basics of MS Office, functions of Office, Practical application of MS Office.

Certificate: Certificate of Appreciation from NGO

Issued by: Surabhi Foundation Trust

Duration: **May to june 2020**

Learning: Communication skills,Analyzing data and collecting to form a sutiable information,People Management.



ACHIEVEMENT

• Worked as a **customer support executive in Zomato and blinkit** for 6 months. **July-Dec 2022**

• Received **Best Ethical Student** in the school

FEB 2020

• **Worked as a BDE in Etechno Solution.**

JAN 2018



SKILLS

- Effective communication skills.
- Problem solving and Teamwork.
- Proficiency in MS Excel, Word, PowerPoint for college projects.
- Demonstrated ability to prioritize tasks and manage time effectively to meet deadlines.

