

## EDUCATION

### **Bachelor of Commerce (B.Com)**

Lovely Professional University  
2021 - 2024

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

CBSE board  
Year of completion: 2021  
CGPA: 9.00/10

## INTERNSHIPS

### **Content Writing**

Howard Smiles, Phagwara  
Aug 2022 - Mar 2023  
Worked in Howard Smiles Organization as a content writer.

### **Business Development (Sales)**

Bilib Private Limited, Virtual  
Jun 2022 - Aug 2022  
Conducted team meets and coordinated with my team from task assignment till the completion of task and listening to the feedback. Promotion and Selling of online course.

## POSITIONS OF RESPONSIBILITY

Led the BDA intern team during my internship period. Played a role of leader which enhanced my leadership skills.

## TRAININGS

### **Cyber Security**

Quick Heal Academy, Online  
Jul 2022 - Jul 2022  
Completed two weeks Cybersecurity awareness online training program 'CyberShikshaa for Beginners' under CyberShikshaa (a joint initiative of Microsoft & DSCI), conducted by Quick Heal Academy.

## PROJECTS

### **Data Analysis With Python**

Jul 2023 - Jul 2023  
<https://www.freecodecamp.org/certification/prabhjotkaur/data-analysis-with-python-v7>

### **Design digital Course Collateral Using Canva**

Jul 2022 - Jul 2022  
<https://www.coursera.org/account/accomplishments/verify/ZDWQRMNRG76>

Completed an online non-credit project authorized by Coursera Project Network and offered through Coursera

SKILLS

<b>MS-Office</b> Advanced	<b>English Proficiency (Written)</b> Advanced
<b>Python</b> Intermediate	<b>SQL</b> Intermediate
<b>Creative Writing</b> Advanced	<b>Data Analytics</b> Intermediate
<b>Machine Learning</b> Beginner	<b>Deep Learning</b> Intermediate
<b>English Proficiency (Spoken)</b> Advanced	