
EDUCATION

Master of Arts (M.A.), English

Badri Vishal PG College

2023 - 2025

Bachelor of Business Administration (B.B.A.)

Banasthali Vidyapith

2020 - 2023

CGPA: 8.74/10

Senior Secondary (XII), Commerce

St. Anthony's Senior Secondary School

(CBSE board)

Year of completion: 2020

Percentage: 85.40%

Secondary (X)

St. Anthony's Senior Secondary School

(CBSE board)

Year of completion: 2018

Percentage: 82.20%

WORK EXPERIENCE

Graphic Design

Team Meraki, Virtual

Internship • Sep 2021 - Present (2 years 8 months)

- Provided posters, story covers, and story feed needed by the other departments.
- Video editing
- Conceptualized innovative ideas for community growth.

Graphic Design

IWSC Banasthali, Virtual

Internship • Oct 2020 - Aug 2021 (10 months)

- Provided posters, story covers, and story feed needed by the other departments.
- Video editing
- Conceptualized innovative ideas for community growth.

Campus Ambassador

Candescent MUN, Virtual

Internship • Sep 2020 - Sep 2020 (1 month)

- Helped the organization to grow in the domains of social media and digital media presence.

	<ul style="list-style-type: none"> • Assisted in the field of public affairs. • Contribution to human resources 	
POSITIONS OF RESPONSIBILITY	<p>Led several teams during my college years, excelling in multiple projects with utmost confidence. My leadership skills have been widely appreciated by both my peers and esteemed teachers, further reinforcing my capabilities as a confident individual</p>	
TRAININGS	<p>Customer Relationship Management In Business Services Alison, Online Sep 2022 - Oct 2022</p> <p>DreamBuilder: The Women's Business Creator DREAM BUILDER, Online Sep 2022 - Sep 2022</p> <p>Designing Amazon Affiliate E-Commerce Stores: A Beginner's Guide Alison, Online Aug 2022 - Aug 2022</p> <p>The Fastrack Internship Idigitalpreneur Academy, Online Nov 2021 - Nov 2021</p> <p>Novel Writing MyCaptain, Online Sep 2021 - Sep 2021</p>	
PROJECTS	<p>Significance of teamwork in the workplace and alma mater Jul 2022 - Dec 2022 https://drive.google.com/file/d/1duP0ttVSYs56gK-NR1hxHk5Zg5cwKvUx/view?usp=drivesdk</p> <p>Impact of COVID-19 Online Education on the Mental Health of the Educators Apr 2020 - Jul 2022 https://drive.google.com/file/d/1dvVSI3IHp4TQZ1JoLq8efQ0O4buEj3ml/view?usp=drivesdk</p>	
SKILLS	<p>English Proficiency (Written) Advanced</p> <p>Creative Writing Advanced</p> <p>MS-PowerPoint</p>	<p>English Proficiency (Spoken) Advanced</p> <p>MS-Excel Advanced</p> <p>MS-Office</p>

Advanced

MS-Word

Advanced

Blogging

Beginner

**Hindi Proficiency
(Written)**

Advanced

Business Research

Intermediate

Client Relationship

Beginner

**Search Engine
Marketing (SEM)**

Beginner

Time Management

Advanced

Problem Solving

Advanced

Client Interaction

Beginner

Tally

Beginner

Advanced

Content Writing

Advanced

**Hindi Proficiency
(Spoken)**

Advanced

Marketing

Beginner

Recruitment

Intermediate

Email Marketing

Intermediate

Facebook Marketing

Beginner

Content Marketing

Beginner

Project Management

Beginner

MS SQL Server

Beginner

**Search Engine
Optimization (SEO)**

Beginner

WORK SAMPLES

Other portfolio link

https://drive.google.com/drive/folders/1drnkAnPec4IKwkkYEdact_-4UCAyfvjO

ADDITIONAL DETAILS

Secured 67% in the nation-wide Financial Markets Quiz

BBA

SGPA 6th Sem : 9.08

CGPA: 8.74

Character References :

Muskan Sharma, Ishika Rastogi

Leaders, Inception Wave Student Chapter Banasthali,

Team IWSC

Kavya Sharma

Novel Writing Captain

Shubhee Jain
Secretary-General, Candescent Mun