

RAHUL KHANNA

House no-727, phase-2 Ramdarbar Chandigarh - 160002 | 7696115727 | rahulkhanna727chd@gmail.com

Objective

- Seeking a career in your esteemed organization where I can enhance my learning.
- To contribute to the productivity of the organization by harnessing my analytical, reasoning skills as well as my strong interpersonal and management skills.

Education

10TH CBSE | 2018 | GMSSS KARSAN CHANDIGARH

- Hindi, English, Science, Math, Social Science, Punjabi
- Percentage: 56.16%

12TH CBSE | 2020 | GMSSS SECTOR 47D CHANDIGARH

- Humanities
- Percentage: 85.20%

(BCA) BACHELOR OF COMPUTER APPLICATION | 2023 |

GGDSD COLLEGE SECTOR 32C CHANDIGARH

- Computer Application & Web Designing
- Percentage: 81%

Skills & Abilities

- NETWORKING
- GRAPHICS DESIGNING | UI/UX DESIGN
- PHOTOSHOP
- CANVA
- FIGMA
- WEB DEVELOPMENT
- FRONT END DEVELOPMENT
- MS OFFICE
- HTML
- CSS
- JAVA SCRIPT
- SDLC
- BOOTSTRAP
- WORD PRESS
- EVENT MANAGEMENT
- PUBLIC SPEAKING
- OFFICE OPERATIONS
- COMPUTER MAINTENANCE

Experience

AUTIDOR | CA AINL ARORA & ASSOCIATES | 1ST FEB-22 – 31ST MAY-22

- Auditing the property files of Punjab Govt. approved Gamda of Eco city, Aero City, New Chandigarh.

US RECRUITER | PACER STAFFING | JUNE-23 – AUG-23

- HR, US Recruitment, Staffing agency.

OFFICE EXECUTIVE | J P MEDWORLD | JAN-24 – APRIL-24

- Office Management | Tenders filling | Generating Invoices | Emails Reply | Client Management.

GRAPHIC DESIGNER | PU MIRROR | SEP-23 – TILL NOW

- Graphic design | Canva | Photoshop | Content Writing.

GRAPHIC DESIGNER & OFFICE EXECUTIVE | AAR AAR ENTERPRISE | MAY-24 – JUNE-24 | INTERNSHIP

- Graphic design | Canva | CORAL DRAW | Photoshop | Content Writing | EVENT MANAGEMENT | EVENT ORGANIZING | OFFICE EXECUTIVE | Social Media Management

Certificates & Awards

National service scheme	2018	GMSSS 47,D Chandigarh
Trekking expedition	2019	GMSSS 47,D Chandigarh
Debate competition	2020	GMSSS 47,D Chandigarh
National service scheme	Grade 'A' (2020-21)	Panjab University
National service scheme	Grade 'B' (2021-22)	Panjab University
National service scheme	Grade 'C' (2022-23)	Panjab University
Skit performance at rotary club	2020	GGDSD college setor-32,C Chandigarh
Street Play for Rotaract Club	2022	Panchkula
Folk Orchestra	2nd position	Youth and Heritage Festival
Folk Orchestra, Short Film at College	Certificate of Distinction	GGDSD college setor-32,C Chandigarh
Khelo India Youth Games Haryana, 2021	Volunteer-ship at event management	Panjab University
Desh Bhagat Radio 107.8	Volunteer-ship at Walkathon	Sector-16, cricket stadium
Indian Idol ground level Audition	Volunteer-ship at event management	Mohali
Master Chef India Silent Audition	Volunteer-ship at event management	Mohali
National Integration Camp	20th – 26th May, 2022	Chitkara University
National Adventures Camp	12th -21th September 2022	Narkanda, Himachal Pradesh

Personal Information

Date of birth: 21/08/2001

Gender: Male

Language known: English, Hindi, Punjabi

Nationality: Indian