

SUMMARY

Passionate about leveraging technology to enhance operational efficiency and drive organizational growth. My ability to adapt & learn to dynamic environments and tackle complex challenges has been instrumental in delivering high-impact results. I thrive in collaborative settings and am committed to continuous learning and professional development.

EDUCATION

University of Lucknow

Bachelor's Degree in Economics (Hons.)
2022-2025

MIIT

Advance Diploma in Computer Application
2022-2023

SHIVEDALE SCHOOL

CLASS X (WITH STANDARD MATH) - 75 %
CLASS XII (PCB) - 70 %

SKILLS

- Creative design and content developer
- Social Media Strategy and Administration
- Back-end and organizational operations
- Ability to work in stressed environment
- Detail-oriented and able to handle multiple tasks simultaneously
- Database and data assigning as operational task
- Overlook money flow, operations and pursuing other improvements of certain departments (Imprest)
- Finance and back-end profile management
- Aspiring to learn more
- Punctuality as first priority
- Backend and Database Management
- Systems and organizational database for sales and marketing data management
- Fluently works with MS Office
- Process entire organizational operations through ERP (Enterprise resource planner)
- Management - Organizational

CERTIFICATIONS

- Advanced Diploma in Computer Application
- Financial Literacy and Indian Economy
- DATA Analysis - Basics

PROFESSIONAL EXPERIENCE

Executive - Finance, Operations (MIS) & Social Media

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- Managed backend operations, ensuring seamless data flow and system functionality.
- Optimized backend processes to enhance system performance and reliability.
- Administrated Class schedules effectively
- Coordinated with front-end teams to ensure a cohesive and integrated approach to system development.
- Implemented regular updates and patches to maintain system security and efficiency.
- Conducted regular system audits to ensure data integrity and accuracy.
- Implemented and managed enterprise software solutions, enhancing workflow automation and data integration.
- Oversaw the preparation of financial statements, reports, and analyses for executive management.
- Managed and optimized company's social media profiles to enhance online presence and engagement.
- Collaborated with marketing and content teams to create compelling and brand-consistent content.
- Handle confidential information and documents with discretion and maintain their proper organization
- Analyzed business data to generate actionable insights, facilitating data-driven decision-making.
- Process entire organizational operations through ERP (Enterprise resource planner)

Jr. Executive - Operations

Knowledge Tree Learning Resources|Career Launcher|September 2023 - January 2024

- Managed databases for lead generating
- Mass data enrty at data base
- Handeled data for serviice and lead generatio for proper sales
- Managed imprest and other allownces and expenses of center