**Sushmita Madhu**



Mobile: +91 1234567890

Email ID: [youremail@gmail.com](mailto:youremail@gmail.com)

**Career Objective:**

Being ambitious and hardworking, I am looking forward to challenging my potential and be worthy of Management trust and confidence.

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Institution** | **University/Board** | **Year of Passing** | **Percentage** |
| B. Tech (CSE) | Jyothi Institute of Technology and Science | JNTU-H | 2019 | 68 |
| Intermediate | Narayana junior college | Board of Intermediate | 2015 | 84 |
| SSC | St Mary’s High School | S.S.C | 2013 | 85 |

**Skills**

Software Languages: C, Java, Html

Operating Systems: Windows, Linux, and Android

**Work Experience:**

1. Worked as a Project Manager in ABCD Company Pvt Ltd., from December 7th, 2017 till date.

Job Responsibilities at ABCD companies:

1. Meeting Clients and converting leads into confirmed clients
2. Managing a team of 6 members
3. Project management
4. Growth Hacking
5. Creating Digital Marketing Strategies
6. Managing Projects and deliverables
7. Managing Project tasks and schedule calendar
8. Delivering Business Presentation, Business Automation
9. Proposals writing / Business Collaterals making
10. Worked as a Team lead in XYZ Company Pvt Ltd., from August 5th, 2015 to December 2nd, 2017.

Job Responsibilities at XYZ companies:

1. Search Engine Optimization & Google Ads, Social Media Marketing, Paid Ads
2. Website Development & Domain, Hosting Server Maintenance
3. Influencer Marketing
4. Email Marketing, Mobile / SMS / WhatsApp Marketing
5. Content Marketing, Inbound and Outbound Marketing
6. Online Reputation Management
7. Affiliate Marketing

**Personal Details**

Date of Birth : Date-Month-Year

Gender : Female

Marital status : Married.

Languages Known : English, Hindi, Bengali, Telugu.

Nationality : Indian

Hobbies : Listening Music, Singing, Gardening.

**Declaration**

I hereby declare that the details above are correct and true to the best of my knowledge.

**Place:** Hyderabad **Signature**

**Date:** 04-11-2020

**Sushmita Madhu**