

## **ASHVARYA VERMA**

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**OBJECTIVE**–Using the knowledge gained in academics and corporate sector and to pursue a challenging career by being associated with a reputed company and to keep pace with the latest tools, methods and using the knowledge, technical skills to be applied for effective working and making organization successful.

### **WORK EXPERIENCE**

#### **THE CHOPRAS (GLOBAL HOLDING)**

Duration –1<sup>st</sup>OCT.2018 to PRESENTLY WORKING

Designation –Administrator Applications

### **PROFILE SUMMARY**

Handling and Helping students evaluate their abilities, interests, talents, and personalities to develop realistic academic and career goals. Applications of all countries UK ,USA ,CANADA, NEW ZEALAND , AUSTRALIA, DUBAI, ITALY, GERMANY, SINGAPORE. Asking for Documents Required. Helping students in preparing SOP and Further Documentation

### **MEDICAL EMERGENCY**

Duration – 26<sup>th</sup>april.2018 TO 30<sup>th</sup>sept 2018 – MAJOR ACCIDENT OCCURED

#### **Global Opportunities**

Duration –6<sup>th</sup>feb.2018 -26<sup>th</sup>april.2018

Designation –**Process Associate**

### **PROFILE SUMMARY**

**Process associates** are responsible for improving **processes**. This involves analyzing current **processes** and measuring the effectiveness . It also requires one to stay abreast of trends, techniques, and technology included in the production **process**.

#### **Standards Services**

Duration - 1<sup>st</sup> sept 2017 - 5<sup>th</sup> feb .2018

Designation – HR Data Verifier(Analyst)

### **PROFILE SUMMARY**

Maintaining Records on master sheet. Naukri Portal Searching For Candidates Initially, Profiling ,calling, Searching Right Candidate. Depending on the data maturity of the organization, these reports can be ad hoc.

Ad hoc reporting means that the information has to be manually retrieved from the systems for reporting and analysis.

Implementing, maintaining, and updating these systems is part of the analyst's responsibility.

### **INTERNSHIP EXPERIENCE**

Organization name – TIMES OF INDIA

Duration – 2<sup>nd</sup> June.2017 to 31<sup>st</sup> July.2017

Designation – Marketing research & sales

Project – “SALES AND PROMOTION OF TIMES OF INDIA GROUP MAGZINES “.

#### **Position of responsibility**

- ⑩ Team leader (TL) while working as a summer internship trainee in Times of India.
- ⑩ Maintaining Customer Relationship while Summer Intern.
- ⑩ Problem Handling, Complaints & Grievances of the Customers.

## **ACADEMIC CREDENTIALS**

- ❖ Master of Business Administration (MBA) ,Management Education Research institute (MERI) ,Marketing (2016-2018) IPUniversity.-HR & MARKETING
- ❖ Bachelor of commerce (B.COM), DELHI UNIVERSITY(2012-2015).
- ❖ Class 12th(Senior Secondary) from CBSE BOARD, Commerce with Math's DELHI(2011-2012).
- ❖ Class 10th(Secondary) from CBSE BOARD DELHI(2009-2010).

## **ADDITIONAL CERTIFICATIONS**

- Academic Projects Handle led in DigitalMarketing.
- Understand the pros cons of Digital Marketing with myprofessor.
- Certified online course of "DIGITAL UNLOCKED (Online Marketing Fundamentals)" Completed on 1st June 2017 from GOOGLE.
- Certified course of "Diploma in ERP (Financial accounting) using Tally" Completed on 2013 From NIIT.
- Certified course of "accounting with tally.ERP.9" Completed on 14th september 2012 From NIIT.
- Certified course of "Infoedge: Certificate of Competency in computing "completed on 3rd December 2012.
- Certified Online courses on "INTERNET & DOS " From eBIZ.com Pvt.Ltd.(ISO 9001:2008 Certified)

## **TRAININGS**

TRAVELPORT, Frankfurt (Delhi) as a Ground staff (AIR TICKETING) course "Galileo GDS Basic & Advance course ".  
(2015-2016)

## **ACHIEVEMENT AND PARTICIPATIONS**

- Participated as a CAPTAIN of Badminton Team and Achieved 2nd position in school. (Interscholastic competition).
- Participated in NATIONAL INDUSTRY TARGETTED APTITUDE TEST "ATNIIT.
- Participated in seminar of TITILE "DIGITAL ECONOMY"(MERI)

VENNUE - IASRI PUSA ROAD DATE - 22ND & 23RD march 2017

## **PERSONAL DOSSIER**

### **HOBBIES**

- Interacting with people, Singing, Outdoor Games, Reading, Travelling, shopaholic.

### **SKILLS**

- Flexibility – ability to handle frequent changes.
- Result driven – finding solutions to problem.
- Can work as a team leader between members.

### **PERSONAL INFORMATION**

NAME - ASHVARYA VERMA  
D.O.B - 12TH JANUARY 1995  
Father's Name - Mr. Jeevan  
Occupation - Self employed  
Mother's Name - Mrs. Seema

I hereby declare that the above given details are true to the best of my knowledge .I assure you, to give in my efforts in your organization.

ASHVARYA VERMA