



Poorvi Kapoor

Graduate Fresher

I am active to accept all challenges and would work hard towards achieving goals of the organization. I am open to new learning as well as nourishment of my skills.

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EDUCATION

B.Com(Hons)

Guru gobind singh indraprastha university

08/2019 - 07/2022

Delhi, 81.40%

Courses

- B.com(Hons) , 8.87 gpa

12th

St Thomas School(ISC Board)

04/2018 - 06/2019

Kanpur, 80%

10th

ST Thomas School(ICSE Board)

04/2016 - 06/2017

Kanpur, 82%

INTERNSHIP EXPERIENCE

Human resource intern

Itenic technologies

09/2021 - 10/2021

Achievements/Tasks

- Called and screened candidates for positions of customer support, lead generation and business development executive.
- Scheduled interview for clients like all sec technologies and planetspark.
- Maintained records of candidate using excel.

Human resource intern

Browku pvt ltd

07/2021 - 08/2021

Achievements/Tasks

- Sourced candidates for social media marketing and content writing interns using LinkedIn.
- Screened candidates for internship position.
- Maintained excel sheet of candidates.

Social media marketing intern

Youth empowerment foundation

05/2020 - 06/2020

Achievements/Tasks

- Created content in form of posters and captions.
- Promoted social media accounts of organization.

SKILLS

Ms office

MS excel intermediary

Accounting

Tally basics

Creative writing

Interpersonal skills

Communication skill

COLLEGE PROJECTS

Major project report

A Study on marketing strategies of siemens ag
(02/2022 - 05/2022)

- I did a study on marketing strategies that Siemens ag follow for the organization and how will the organization do marketing in future.

Summer Training Report

A Study on customer satisfaction towards Inglu gobal
(08/2021 - 12/2021)

- I made a report on summer training that I did in inglu global as digital marketing intern.

Minor Project Report

A study on Marketing strategies of Apple in india
(02/2020 - 05/2020)

- I did a study on marketing strategies of apple and it's product that are available in India and how does the company promotes it.

CERTIFICATES

Tally (01/2020 - 03/2020)

Digital marketing (09/2021 - 11/2021)

Human resource management and strategy
(01/2022 - 01/2022)

Advance excel (01/2022 - 03/2022)

LANGUAGES

Hindi

Full Professional Proficiency

English

Full Professional Proficiency

INTERESTS

Excel

Writing

Reading