



KAVITA

EDUCATION

Course/Degree	Institution	Board/University	Year of Passing	Percentage/Grade
B.Com (Hons.)	School of Management	G.D.Goenka University, Gurugram	2019-2022	8.48 CGPA
12 th	Govt. Girls Senior Secondary School Manesar Gurugram(HR)	HBSE	2019	86%
10 th	Govt. Girls Senior Secondary School Manesar Gurugram(HR)	HBSE	2017	77.6%

CAREER OBJECTIVE

To succeed in an environment of growth, excellence and earn a job which provides job satisfaction and helps in achieving personal as well as organizational goals.

SKILLS

Professional skills

- MS Word
- MS Excel
- PowerPoint

Personal skills

- Positive attitude
- Self-motivated
- Eager to learn new things

ACHIEVEMENT/ CERTIFICATIONS

- Computer course from Udayan Care Computer Learning Center in 2019.
- Certification in The fundamentals of digital marketing – Google.
- Human Resource skill workshop – Tareeqa Global Solution.
- Google Ads Search Certification – Google.
- Google Ads display certification – Google.

HOBBIES

- Gardening
- Reading books

LANGUAGE

- Hindi
- English

PROJECT UNDERTAKEN

• Inter Disciplinary project

A Study on Awareness and Attitude of the youth towards Smart Solution for Sustainable Development.

Period –July 2020 to May 2021

- **Community Service Project** – awareness about time management (visit to NGO)

Period-September 2019 to November 2019

CONTACT DETAILS

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IMT, Manesar, Gurugram (Haryana)

INTERNSHIPS

Organization Name	Duration	Role
Logicserve digital	Jun 2022 – jul 2022 (2 weeks)	Digital marketing intern
Learnovate Ecommerce	Jun 2021– jul 2021 (4 weeks)	HR intern
Tutedude	Dec 2020– Jan 2021(4 weeks)	Campus Ambassador