

Vikrant Varshney

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EDUCATION

Amity University, Noida Master of Business Administration (Marketing+ Digital Marketing)	2019-2021 Aggregate 84.5%
Ch. Charan Singh University Institute of Management Studies, Noida Bachelor of Computer Applications	2016-2019 Aggregate 65%
Tata Chem D.A.V. Public School Senior Secondary Examination (Commerce + IP)	2016 Aggregate 70%
Tata Chem D.A.V. Public School Higher Secondary Examination	2014 Aggregate 59%

PROFESSIONAL EXPERIENCE

Company Name: SSSI (Digiversal), India November 2020 - April 2021 **Job Title:** Executive Assistant
Responsibilities:

- Managing the whole organization.
- Managing all the duties assigned by Senior Management.
- Organizing and managing team's like- CRO (Sales, Post-Sales), and Academic Writers on various platforms and ensuring the proper work management.
- Assisting the Senior Management on various decisions for the growth of the company.
- Making of Score-Card-like things which gives a clean image about individuals performance.

Trainings

Summer Internship Program –Academic

Company Name: Click @ Career

Live Project: Visual Studio and SQL Server express

June-July, 2018

Synopsis: 100 hours internship training on Visual Studio and SQL Server express

Company Name: Karigar

Project Name: E-commerce setup (Website maintenance) May-July, 2020

Synopsis: Fashion Startup which deals in online E-commerce. Managed complete E-commerce tasks and also set up company website

TECHNICAL SKILLS

Basic: C++, Java, C programming

Advance: Excel, Google Keyword Planner, WordPress, Google Analytics

Expertise: HTML, SQL, Microsoft Access

EXTRACURRICULAR ACTIVITIES

- **Hobbies:** Cricket, Badminton, Photography, Gaming & Exploring new places
- Secured **2nd position** in BIZ BASH (Startup-Village)
- Participated in Inter-college sports meet held at ABES College
- Awarded '**Spotlight Alumni**' at IMS, Alumni meet-2020
- Participated in Inter-office Cricket tournament held at Digiversal