







# Nishi Gupta

 Buddha colony, Patna , Patna,  
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 9905786610

 Nishi Gupta

## SKILLS

Excel

Presentation

Expert

Marketing

Technical

Expert

Business Administration

Intermediate

Comminication

## LANGUAGES

Hindi

Mother Tounge

English

Fluent

## INTERESTS

Marketing	Tech Stuff
Business Administration	Reading Books
Learning New Skills	

## EDUCATION

<b>Lovely Professional University</b> BBA-IT, Business Administration and Information Technology	(July 01, 2021 - Present)
<b>Maharaja College, Arrah</b> 12th, Science	(April 01, 2019 - March 31, 2021) 74.00
<b>MDJ Public school, Arrah</b> 10th	(April 01, 2018 - March 31, 2019) 82.00

## INTERNSHIP

<b>ADOBE INSTITUTE</b> Teaching	(January 01, 2022 - June 01, 2022)
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Proactively learnt and taught the students about MS Word, MS Excel, MS Power-point and Tally

## CERTIFICATIONS

<b>Introduction to SQL</b> Sololearn	(July 01, 2022)
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Completed 3 months course which focused on how to use the SQL standardized database language to access and manipulate data stored in databases.

<b>Introduction to Python</b> Sololearn	
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Completed 3 months course which focused on how to use the Python Programming language to understand basic concept of python programming and using various libraries.

<b>C-LANGUAGE</b> Sololearn	(August 01, 2022)
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Completed 45 hours of online course which focused on basics of C language, to create many types of applications and operating systems.

<b>Adobe Institute</b> Adobe Institute	(August 01, 2021)
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Completed 6 months offline course which focused on basics of Microsoft Workspace and practical implication of tally.

## CO CURRICULAR ACTIVITIE

<b>Workshop</b>	(September 01, 2022 - Present)
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Attended a workshop on ‘Building Attitude for Career Success’, which focused on improving the confidence, attitude in order to excel in life

<b>HR Skills Workshop</b>	(September 01, 2022 - Present)
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Attended a workshop on ‘HR Skills Workshop’, which focused on the skills required for HR aspirants in the corporate world.

<b>Digital Marketing Webinar</b>	(April 01, 2021 - Present)
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Attended a webinar on ‘Digital Marketing’ which focused on digital channels to market products and services in order to reach customers April 2021. .

<b>ACHIEVEMENTS</b>	(August 01, 2018 - Present)
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Selected for speech competition in the school at the district level, MDJ Public School.

<b>Dancing</b>	(August 01, 2018 - Present)
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Won first prize in Dance Competition at district level.

## EXTRA-CURRICULAR ACTIVITIES

<b>COMMUNITY SERVICE</b>	(July 01, 2022 - Present)
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Volunteered in an NGO that organized activities and events for environmental related and about importance of plantation.

<b>PARTICIPATIONS</b>	(September 01, 2022 - Present)
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Participated in speech competition- an event organized by DSW, LPU