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Jaipur, India 302020

Skills

- Basic Programmings
- Database Management
- Problem Solving
- Content Writing
- People Management
- Teamwork skills
- Social Media Marketing
- Content Creation
- Communication

Education And Training

Expected in 2025

Bachelor Of Computer

Applications:

Computer And Information
Sciences

JECRC UNIVERSITY

Jaipur, RJ

04/2022

High School Diploma:

L.K Singhania Education Centre
Gotan,RJ

03/2020

High School Diploma:

Modern International School
Jaipur, RJ

Languages

English: First Language

English: B1

Intermediate (B1)

Hindi: B2

Upper Intermediate (B2)

Websites, Portfolios, Profiles

- LINKEDIN-
<https://www.linkedin.com/in/viv-ek-sethia-3ba3bb246/>
- YOUTUBE -
<https://www.youtube.com/@designwithvivek02>

Certifications

- Certificate from Google for attending Crowdsouce workshops.
- Certificate by IBM for completion in Introduction in Python.
- Certificate for selection in AI & ML-Content Writing in Earth5R.

Vivek Sethia

Summary

Dedicated and adaptable professional with a proactive attitude and the ability to learn quickly. Strong work ethic and effective communication skills. Eager to contribute to a dynamic team and support organizational goals. Intends to develop professional work experience utilizing excellent communication and time management skills.

Experience

Self-Employed - Freelancer

Jaipur, IN

03/2023 - Current

- Wrote content for LinkedIn.
- Developed communication briefs and emails.
- Proposed a new content management system that reduced content around time by 10%.

THS School - Video Editor

Biratnagar, , Nepal

03/2022 - 03/2024

- Created video content for a variety of clients, including corporate and entertainment industry professionals.
- Maintained up-to-date knowledge of new editing technologies and techniques.

JECRC UNIVERSITY - Photo Editor

Jaipur, IN

03/2023 - 05/2023

- Enhanced existing digital images with additional layers, textures, filters and effects.
- Captured and edited photos of various events.

Blueberry - Freelancer

Jaipur, IN

04/2023 - 04/2023

- Created content for various websites, blogs, and social media accounts.
- Collaborated with team members to develop creative ideas for upcoming projects.

Ama Samuha - Volunteer

Biratnagar, Nepal

01/2018 - 03/2018

- Collaborated with other volunteers to create a positive work environment.
- Participated in team-building exercises to strengthen relationships among volunteers.

Accomplishments

- Certificate for completion 2nd at Computer Fest in IPSC Schools.
- Certificate for completion runners up at Basketball competition.

Activities And Honors

- Effective Communication.
- Adapting to Change.
- Open to new experiences.

Hobbies

- Photography
- Writer
- Editor
- A bit of codings
- Sales and Marketing