

## EDUCATION

### **Bachelor of Business Administration (B.B.A.), Commerce With Maths**

INSTITUTE OF INFORMATION MANAGEMENT & TECHNOLOGY

2021 - 2024

CGPA: 9.00/9

### **Senior Secondary (XII), Commerce**

RAMJAS PUBLIC SCHOOL

(CBSE board)

Year of completion: 2021

Percentage: 10.00%

## JOBS

### **Social Media Marketing**

Jain Agro Tech Systems, Gurgaon

Jan 2023 - Mar 2023

I know about various social media platforms like Facebook , Instagram, How to Run Indiamart and Manage leads. The responsibility was to manage the leads on Indiamart and convert them to sale.

## POSITIONS OF RESPONSIBILITY

I held many meetings with my father for his business and there i was successful in convincing many clients for purchasing the interior products. And also I used to work for him on the Indiamart platform. PRODUCTS-ARTIFICIAL GRASS, CARPETS, NET ETC.

## SKILLS

### **English Proficiency (Spoken)**

Intermediate

### **MS-Excel**

Intermediate

### **Digital Marketing**

Beginner

### **Sales and Marketing**

Intermediate

### **Social Media Marketing**

Intermediate

### **English Proficiency (Written)**

Advanced

### **MS-Office**

Intermediate

### **Creative Writing**

Intermediate

### **Financial literacy**

Beginner

WORK SAMPLES

**Other portfolio link**

<https://drive.google.com/file/d/1-rdzOaDkIMJpIGgCyuTlMF5d1eMzO1Mf/view?usp=drivesdk>

**Blog link**

[https://instagram.com/le\\_deccoma?igshid=ZGUzMzM3NWJiOQ==](https://instagram.com/le_deccoma?igshid=ZGUzMzM3NWJiOQ==)

ADDITIONAL DETAILS

1.I've secured a first rank in debate competition at inter school level. And also I've been ranked second at essay writing competition.