

PERSONAL DETAILS & CONTACT

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Location: Nagpur

EDUCATIONAL QUALIFICATION

NAME OF THE DEGREE	SUBJECT	PERIOD
Bachelor of Business Administration	Commerce	2019 Pass Out
Higher Secondary Education (HSC)	Commerce	2015 Pass Out
Secondary School Education (SSC)	Maharashtra State Board	2012 Pass Out

PROFESSIONAL EXPERIENCE

INSTITUTE	POST	PERIOD
Central India Institute of Medical Sciences Advanced Research Centre (CIIMS-ARC), Nagpur	Marketing Associate	01-01-2024 to Present
Godrej Hardwares & Solutions	Sales Executive	August 2019 to December 2023

TECHNICAL EXPERTISE

- Market knowledge and research analysis
- Social media marketing and content strategy
- Digital marketing and SEO optimization
- Webpage management and maintenance
- Time management and efficient multitasking
- Graphic design for visual communication
- Photography for creative content development
- Proficiency in MS Office Suite (Word, Excel, PowerPoint)
- Auditing and quality assurance practices
- Daily data management and record-keeping