

# RESUME

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## OBJECTIVE

To work with an organization where I can utilize and enhance my skills and learning for the mutual betterment of organization and self.

## ACADEMICS

Degree	School/College	Board/University	Year of Completion
<b>MBA(Master of Business Administration)</b>	IMT CDL, GHAZIABAD	IMT CDL, GHAZIABAD	2019
<b>BBA (Bachelor of Business Administration)</b>	BBA(G), DSPSR, DELHI	GGSIU, DWARKA, DELHI	2016
<b>Class XII</b>	RAVINDRA PUBLIC SCHOOL, DELHI	CBSE	2013
<b>Class X</b>	RAVINDRA PUBLIC SCHOOL, DELHI	CBSE	2011

## Experience

<b>TRADEINDIA-IINFOCOM NETWORK LTD. (NOIDA)</b> (NOV 2018-Current)	<b>Profile – Senior Associate</b> <ul style="list-style-type: none"><li>✓ Managing client's profile and helping them in achieving their business objectives and conversions</li><li>✓ Providing high quality service and support to clients</li><li>✓ Coordinating with different departments like SEO, Coordination to deliver best solutions to all the clients.</li><li>✓ Accurate revenue management and invoicing of all programmatic clients</li><li>✓ Timely escalation of scope creeps and in field issues to clients and key stakeholders.</li><li>✓ B2B Operations.</li><li>✓ Provides SEO/SMO Links of clients.</li></ul>
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## Skills and capabilities

- ✓ Client Service.
- ✓ Honest and dependable work ethic.
- ✓ Excellent planning skills.
- ✓ Demonstrated initiative, resourcefulness and flexibility.
- ✓ Strong interpersonal and communication skills.
- ✓ Positive attitude, friendly manner.
- ✓ Knowledge of market research principals.
- ✓ Aptitude with ability to learn new software/systems quickly.
- ✓ Strong organizational ability.

## Certificates & Learnings

- ✓ Certificate of Computer Operations
- ✓ The fundamentals of digital marketing from Google digital unlocked
- ✓ Digital skills: Digital Marketing from FutureLearn
- ✓ Digital skills: Social media from FutureLearn
- ✓ Marketing & Digital Marketing course from Upgrad
- ✓ The Complete Digital Marketing Course from Udemy
- ✓ SEO Certified from Hubspot Academy
- ✓ Digital Marketing course from Hubspot Academy
- ✓ Basic Digital Marketing course from Digitaldeepak.com

## Industry specific skills

Customer Relationship Management, Data Management, Client's Online profile Management  
Customer Relationships, Bridging Source-client with fruitful relations, Ensure Renewals.

## Interests

- ✓ SEO
- ✓ SMO
- ✓ PPC
- ✓ Google Adwords
- ✓ Internet Marketing