

JANHVI RAI

E-Mail – janhvirai958@gmail.com

Contact No. - +91 - 9911521122

PROFILE SUMMARY

A self-driven and meticulous M.com graduate skilled at analyzing data and solving problems. Seeking opportunities to work with an organization, where I can enhance my professional skill and contribute towards the growth of the organization through my hard work and sincerity.

ACADEMIC PROFILE

M.Com.	70%	Indira Gandhi National Open University	2019-21
B.Com. (Hons.)	63%	Shyam Lal college , University of Delhi	2016-19
XII CBSE	84%	Mayo International School	2016
X CBSE	83%	Mayo International School	2014

VOLUNTEERING

Teaching Volunteer	SAAHAS (NGO)	Sep 2017 - Dec 2019
Roles and Responsibilities	<ul style="list-style-type: none">Held weekly educational events, teaching 25 children for academic supportEngaged in designing awareness programs on sanitation and green initiativesMobilized Study resources to those in need.Arranged activities for children to nurture social skills for confidence and growth.	

CERTIFICATIONS

Certifications	<ul style="list-style-type: none">Advance certification on Microsoft Excel
	<ul style="list-style-type: none">Lean Six Sigma White belt certified
	<ul style="list-style-type: none">Introduction to digital marketing
	<ul style="list-style-type: none">Introduction to search engine optimization SEO
	<ul style="list-style-type: none">Project management essential certified

SKILLS AND EXTRACURRICULAR

Technical Skills	<ul style="list-style-type: none">Microsoft Excel (Intermediate), which includes creating spreadsheets, formatting cells, organizing data into rows, editing ranges, using pivot tables, formatting existing graphs etc.Microsoft PowerPoint (Intermediate), which includes compiling information in a neat and readable manner, creating custom presentation slides and themes, using animation tools etcMicrosoft Word (Intermediate), which includes creating designs for printed materials, formatting documents, incorporating graphs or charts into reports and building templatesTally ERP, which includes maintaining financial records such as inventory, purchases, sales and further payroll management and taxation and finally simplifying business operations.
Soft skills	<ul style="list-style-type: none">CommunicationCritical ThinkingTeamworkAdaptability
Extracurricular	<ul style="list-style-type: none">Event Co-Head Fresher's 2018 of Shyam Lal College:<ol style="list-style-type: none">Volunteered for cultural events, organizing dances, singing, skits, and ramp walks for new college students.Aided in event setup/teardown, managed activities, coordinated performers/staff, ensuring seamless event execution and support.Member of commerce society<ol style="list-style-type: none">Volunteered for speakers ForumGroup Coordinator at various skill development workshops

HOBBIES/INTERESTS

- Movies and Web series
- Cooking
- Reading

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Place: Delhi

Date: 6th March 2024

Janhvi Rai