

UDDESHYA

Bhootnath Road B.H Colony MIG MF-3 Block No-4 Flat no.29, Kankarbagh Near Duekshow room, Patna 800026
8584969722 | uddeshyaanurag1998@gmail.com

CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.as an Intern

EXPERIENCE

- **Mahindra Holidays & Resort India Limited** 01/06/2019 - 01/07/2019
Assistant Accountant Trainee
Provides financial information to management by researching and analyzing accounting data & preparing reports.
Maintains the filing system of office.
Sorting all papers alphabetically and according to content, dates, significance etc.
Creating or update records with new files and information.
Develop an efficient filing system to make updating and retrieving files easier
 - **Lanista Educational Services Opc Private Limited** 13/10/2019 - 02/11/2019
Assistant Human Resource Trainee
Update the internal databases with new employee information, including contact details and employment forms.
Screen resumes and application forms
Schedule and confirm interviews with candidates
Post, update and remove job ads from job boards, careers pages and social networks.
Handled hiring candidate behalf of telephonic interview. recruiting after a proper communication
 - **My Digital Adda** 10/12/2018 - 12/01/2019
Social Media Marketer
Manages the company's social media accounts and posts content.
Brainstorms campaign ideas.
Monitor various social media platforms such as Facebook, Instagram, and T
Engages with customers or clients and provides service and/or sales.
Provide suggestions to management for improving customer experience on social platforms and internal processes.
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EDUCATION

- **DAV Public School Cantt.Road Khagaul**
Matriculation
8.8 CGPA
2016
 - **Doon Public School**
Intermediate
48.4%
2018
 - **Banaras Hindu University**
Bachelor Of Vocation in Modern Office Management
7.4 CGPA
Currently Pursuing
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TECHNICAL SKILLS

- MS Office Excel
 - MS Office Word
 - MS Office PowerPoint
 - Data Management
 - Teaching
 - Facebook Marketing
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PROJECTS

- **Campus Ambassador in Banaras Hindu university** March 2019 - Present

The initiative Catch them Young will aim to reach out to 1 lakh youth in West Bengal Jharkhand and Bihar with a message to start your business when you are still in college. objective of program is to promote entrepreneurship as a career

ACHIEVEMENTS & AWARDS

- International Mathematics Olympiad School Rank-2 State Rank-147 International Rank-7456
- District Level Participants at NTPC Painting Competition

INTERESTS

- Reading
- Public Speaking

ACTIVITIES

- Catch them Young Boot Camp- US Consulate General & Bangla Natak.com , Kolkata Activities is all about to how to start the business and startup. where I learn about the financial projection of the starter project and how to pitch the startup ideas and how to make presentation and give presentation in front of jury members
- Communication And Soft Skills- TCS- activity offered by TCS lon the topic are included communication skills ,presentation skills, soft skills, career guidance Framework, resume writing ,group discussion skills, interview skills ,business etiquette, effective email writing ,telephonic etiquettes ,accounting fundamentals ,IT foundation skills over an artificial intelligence
- Digital Marketing- Google- Online training provided by Google about email marketing SEO ,SMM ,Affiliate marketing ,Video marketing, Blogging, Website planning and creation Facebook marketing ,Mobile marketing, Google AdWords know as PPC Twitter marketing Instagram marketing ,Pinterest marketing ,LinkedIn marketing, Google analytics, Content marketing ,Freelancing online lead generation make money from online

PERSONAL STRENGTHS

Communication
Creative Skills
Positive Attitude
Interpersonal Skills and Respectfulness

PERSONAL PROFILE

- Date of Birth : 25/11/2000
- Marital Status : Single
- Nationality : Indian
- Known Languages : English,Hindi,Bengali
- Hobby : Reading Bhagwad Geeta Listening Songs
- Passport : U2168864

REFERENCE

Neeraj Kumar - "Charming Enterprises"

Area Sales Manager
hll.neeraj@gmail.com
8210091325

Date : 11/06/2020
Place : Patna

