**Kamakshi Mehra**

kamakshimehra@gmail.com

**Objective**

Seeking a position with a leading organization to learn and succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities.

**Educational Qualifications**

|  |  |
| --- | --- |
| **COURSE** | **UNIVERSITY/INSTITUTION** |
| CS(Executive Programme) | ICSI |
| CS(Foundation) | ICSI |
| B.Com | University of Delhi |
| XII CBSE (commerce with Math) | Spring Dale Senior School |
| X CBSE | Spring Dale Senior School |

**JOBS**

**Freelance content writer/developer**

Synergies Eduservices venture (Virtual)

* Academic research and content creation for educational purposes.
* Content creation and writing for social media platforms.
* Editing and content structuring.

**INTERNSHIPS**

**Content Writing**

Nmami Life (Delhi)

* Research, article writing, blogs, website, content for varied social media platforms and PR.
* Elevate valuable content.
* Keep target audience engaged.

**Social Media Marketing**

Hindustan Unilever Limited (Delhi)

* Spreadhead a viral campaign
* Social media strategy and engagement
* Research and content creation
* Digital marketing

**Training**

**Industrial Marketing Training**

SBI Mutual Funds MGT. (P) Ltd (Amritsar)

* Conduct market research
* Organize and maintain profiles
* Report writing
* Research in finance
* Insights into portfolio management
* CRM

**Key Strengths**

Possess good communication and written skills

Keen observer, fast learner

Adaptability to changing environment

Ability to multitask

**Computer Proficiency**

Well versed with MS office skills (MS Excel, MS Word, MS PowerPoint)

**Skills**

English Proficiency (written/verbal), Creative Writing, SEO, Digital Marketing, Report Writing, Blogging, Social Media Marketing, Copy Writing, Communication and Interpersonal Skills.

**Extra Curricular**

Certificate of merit for subject topper in English in class XII

Certificate of merit for AIR-25 in CS Foundation

Active Member and participant of filmmaking and photography society

**Personal Profile**

DOB August 23rd, 1995

Permanent Address 137 Bhullar Avenue F GC Road, Amritsar

Hobbies Reading and Writing

Language Proficiency English, Hindi, Punjabi

Mobile Number 7042858172