

# RASHI SAXENA

**Address:** B-15, UGF, Sanwal Nagar near Sadiq Nagar new Delhi- 110049

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**DOB:** 15/07/2000

## PROFESSIONAL EXPERIENCE/INTERNSHIPS

**Organization-** HAREEN TEAMWORK

**Designation-** SOCIAL MEDIA MARKETER

**Duration-** 1 MONTH

### Roles and Responsibilities

Had to handle the customer queries, dealing with the customer if he / she not satisfied with the product and promoting product, services, and content over social media. Keeping track on data and analysing the performance of the firm. It was a paid internship, earned 10k per month. It was a great learning experience for me while working for the organisation.

## SUMMARY

I, **RASHI SAXENA**, pursuing a **B.A (Programme) course** from **Dyal Singh Evening College (DELHI UNIVERSITY)**.

I have completed **A1 and A2 Level certification in German language** from **Goethe Institute/ Max Mueller Bhavan** New Delhi.

I have also completed **Statistics for Data Science and Business Analysis course** from **UDEMY**.

## OBJECTIVES

- To be a successful mass communications person in an organization which provides me opportunities to realize my potential to the fullest and helps in meeting mission and vision of the organization.
- To achieve greater heights in life.
- Not only be a good marketer and communicator but also want to serve the society.

## CORE COMPETENCIES

- Have intermediate level knowledge of **Microsoft office package tools** i.e. Excel, Word, PowerPoint etc.
- An expert in managing **Social Media**
- Have basic knowledge about **Paint tool**.

## SCHOLASTIC ACHIEVEMENTS

- Secured highest marks in **English** and **Vocal Music/** in class **12<sup>th</sup>** examination

**Organization –GURU Q**

**(CERTIFIED ONLINE TUTOR)**

**Designation –** Volunteer

**Duration –** 2 YEARS

### Roles and Responsibilities

Taught Math and economics from classes 6<sup>th</sup> to 9<sup>th</sup> to CBSE and ICSE Board

## EDUCATION

| COURSE/<br>EXAMINATION | INSTITUTION/<br>UNIVERSITY                 | YEAR | PERFORMANCE |
|------------------------|--------------------------------------------|------|-------------|
| B.A Program            | Dyal Singh<br>College<br>Delhi University  | 2021 | Pursuing    |
| Intermediate           | Holy Child<br>Auxilium School<br>New Delhi | 2018 | 7.4 CGPA    |
| High School            | Holy Child<br>Auxilium School<br>New Delhi | 2016 | 7.8 CGPA    |

## ADDITIONAL ACHIEVEMENTS

Won **English Poem Enactment first award in School**

## HOBBIES/INTERESTS

Listening to German music, Dancing,  
Drawing, Traveling, Communicating

## ADDITIONAL SKILLS

A good communicator.

A good team player.

Flexible towards changing working  
environment.

A good listener.

## REFERENCES

**Name** – Yash Saxena

**Designation**- Senior Executive Sourcing

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## DECLARATION

I solemnly **declare** that all the information furnished in this document  
is free of errors to the best of my knowledge.

**RASHI SAXENA**

Place: New Delhi