



Harshit Muchhal

PGDM, B.Com (Hons.)

Secure a position in management roles and utilize my learning and skills, leverage data, tools & research to solve business problems enhance my career and contribute to the success of the organization.

CONTACT

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Address:

61/1, NS Road, Howrah, WB

SKILLS

Hands on experience in:

- MS Office
- Advance Excel
- Team Leader
- Digital Marketing

TOOLS

Basic understanding of-

- Power BI
- Trello
- Service Now
- SharePoint

INTERESTS

Track recent updates of-

- Cryptocurrency
- Start-ups

EDUCATION

Post Graduate Diploma in Management (PGDM)

JK Business School, Gurugram | June 2020 - 2022

Bachelor of Commerce (Honours)

Calcutta University | 2016 - 2019

Accounting & Finance - 55%

Indian School Certificate (ISC)

Ratnakar North Point School | 2016

Commerce - 76%

Indian Certificate of Secondary Education (ICSE)

St. Ann's Day School | 2014

Commerce - 68%

INTERNSHIP

Management Trainee

Kirana King | June - August 2021

(Website - www.kiranaking.com)

Key Responsibilities:

- Managed inbound department, and picking & kitting department.
- Created Standard Operating Procedures (SOPs) of the inbound and picking & kitting department.
- Measure and report the results of marketing initiatives.
- Performed research on competitors' landscape.
- Comprehend procedure of goods manufacturing practices (GMP) and outbound department.
- Managed sales returned and expired goods.

PROJECTS

Corplr | January'21 - February'21

(Corplr is a content-sharing platform for professionals and design solutions for clients)

Finance-

- Equity research report on the Automobile sector in India.

CERTIFICATIONS

Fundamentals of Digital Marketing

Google Digital Garage

(Learning - SEO and SEM, Pay-Per click, and Email marketing)

Advanced Microsoft Power BI

LinkedIn Learning

(Learning - Data Analysis, Visualization, and Dashboards)