

RAKESH KUMAR

BBA GRADUATE

CONTACT



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09205408669

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SKILLS

Active listener
Communication Skills
Fast Learner
Motivated & Punctuality
Team Management Skills
Social Media Marketing
Google Ads
Ms Excel, Ms Word



PROFILE

An enthusiastic and highly motivated management Fresher. I am motivated to learn, grow, and excel in career. I am eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. Seeking an entry-level opportunity with an esteemed organization where I can utilize my skills and enhance learning in the field of work. Capable of learning new technologies.

EXPERIENCE

DIGITAL MARKETING INTERNSHIP

Allsoft Solutions | Jun 2018 to July 2018

1. Created informative and entertaining posts for client's Facebook and Instagram pages.
2. Monitored social media and online sources for industry trends.
3. Analyzed social media campaigns and activities to promote engagement.
4. Responded to comments, posts, and questions from various channels under the supervision of Senior Employee.
5. Maintained excellent attendance record, consistently arriving to work on time.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

FAIRFIELD INSTITUTE OF MANAGEMENT & TECHNOLOGY

2017-08 - 2020-05

LANGUAGE

English

Hindi

CERTIFICATE

Digital Marketing Course

2018-06 - 2018-09