

Anjali Kashyap

Self-motivated, Adaptable and Persistent

Address for Correspondence:

DLF Phase- III, Sector-24,

Gurgaon, India

Phone: +91 9389147961

Email : anjalikashyap1262@gmail.com

Career Objective

To secure a challenging position in a reputable organisation to expand my learning, knowledge, and skills, where I can apply my creative initiative, ideas, and enthusiasm with an outgoing personality to accomplish and achieve organizational goals as an asset to the organization.

Academic Background

Year(s)	Qualification – Degree/Diploma/ Certificate	Board/University	College /Institute	Percentage / CGPA
2019-2021	MBA (Marketing &IB)	Uttarakhand Technical University	Baba Farid Institutionof Technology	68%
2016-2019	BBA (Oil and Gas Marketing)	University of Petroleum and Energy Studies	School of Business, Dehradun	7.00/10
2016	XII	ICSE	Carman Residential &Day School, Dehradun	80%
2014	X	ICSE	Carman Residential &Day School, Dehradun	65%

Extra-Curricular Activities/Achievements

- In 2021, completed the dissertation project on consumer behavior in Online shopping (Dehradun).
- In 2021, on organization MCS Logic (Dehradun).
- In 2021, taken the training of Digital Marketing (Dehradun).
- In 2018, volunteer in Blood Donation Camp in UPES (Dehradun).
- In 2017, participated in Sales and Marketing Competition in UPES (Dehradun).
- In 2016, participated in Personality Enhancement Program in UPES (Dehradun).
- In 2016, Won the Golden Trophyin Football Competitionin School(Dehradun).
- Captain of Doris House in Carman Residential and Day School at Dehradun (2016).
- Participated in the event USP the Survivor 2 held on the 11th and 12th of October 2014 at Dehradun.

Anjali Kashyap
Self-motivated, Adaptable and Persistent

Technical Knowledge

- Proficient with Advance Excel
- Proficient in Marketing.
- Budgeting, Preparing Report.
- Proficient with Microsoft Office [Word, Excel, Power Point, etc.]

Training & Internship

- Company** : **Diston InfoTech Private Limited**
Designation : Marketing Trainee
Description : The aim to maximize profits through developing sales strategies that match customer requirements and by promoting products, services, or ideas. Through various methods – traditional marketing, digital marketing (email marketing, social media marketing etc.
Date : 1st January 2021 – 1st March 2021
- Company** : **Yorper InfoTech Private Limited**
Designation : Marketing Trainee
Description : The aim to maximize profits through developing sales strategies that match customer requirements and by promoting products, services, or ideas. Through various methods –Digital marketing (email marketing, social media marketing etc.
Date : 15th October 2020 – 30th November 2020
- Company** : **X-mx Infosoft Pvt. Ltd.**
Designation : Marketing Trainee
Description : The objective of X-mx Infosoft Private Limited is to understand the basic of Hr. software through the training provided. This internship helps me to build . communication skills and make me to learn about the lead generation and conversion.
Date : 21st May 2018 – 21st July 2018

Work Experience

- Company** : **Global Sustainable Energy Solution**
Designation : **Communication Associate**
Job Description : The objective of the job is assisting with writing and communication projects and tasks within an organization. Also, I am responsible for planning and implementing communication strategies, overseeing the company's media promotion, and editing and proofreading communication materials and texts.
Date : **1st October,2022 – 31st January 2023**

Anjali Kashyap

Self-motivated, Adaptable and Persistent

Company : Jyva Engineering Private Limited
Designation : Assistant Manager
Job Description : The Objective of Jyva Engineering Private Limited is to show a leadership skill, motivate teamPlayer, inspiring attitude, and problem-solving skills to maintain and improve operation.
Date : 7th April, 2022 - 30st September 2022

Company : Horizon Distributors Pvt. Ltd.
Designation : Assistant Manager
Job Description : The objective of the job is to guidance, instruction, direction, and leadership to a group of individuals, Planed, maintained community relations, promoted public relations, and ensure proper use of in-store sign collateral, information, events, and demos.
Date : 12th April, 2021 - 30th March, 2022

Skill Set

- Leadership Skills
- Good Conflict Management
- Can develop new ideas
- Active Listener
- Good negotiator
- People management
- Time management

I declare that the details above are correct and true to the best of my knowledge.

Anjali Kashyap