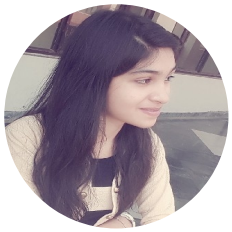
8954432330

kumarikazal1@gmail.com

Address : Muzaffarnagar Village- Gadwada 251308

KM KAZAL



CAREER OBJECTIVE

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

PERSONAL INFORMATION

DOB	03-Jun-1999
Gender	Female
Nationality	Indian
Marital Status	Unmarried
Language	Hindi , English

SKILLS

Website designing
Social media marketing
Telecalling services
Data entry
typing

EXPERIENCE

My digital Hunt
9/2020 - Till Today

Social Media Marketing Assistant , Website designer(Work from home)

- Responded to comments, posts and questions from various channels. - Analyzed trends in social media posts and followers to maximize views. - Helped clients develop website portals and social media pages to promote businesses. - Created content strategies for digital media. - Conducted daily updates to social media profiles to boost company online presence.

Dynamic beneficial acort marketing Pvt. Ltd.
5/19 - 5/19

Telecalling (E Commerce Product Marketing)

- Handled many calls per day to address customer inquiries and concerns. Participated in team-building activities to enhance working relationships. - Worked within applicable standards, policies and regulatory guidelines to promote safe working environment. - Increased customer satisfaction by resolving issues. - Used Microsoft Word and other software tools to create documents and other communications.

DDUGKVY
9/18 -

Office Assistant

- Welcomed office visitors and alerted staff to arrivals of scheduled appointments. - Arranged meetings and coordinated resources for use by attendees. - Promptly received and forwarded incoming communications, such as phone calls, emails and letters, to appropriate staff. -Supported staff on special assignments . - Provided ease of access and navigation for important data by compiling, organizing and uploading Organizational documents to database.

EDUCATION

Swami Vivekanand Subharti University Meerut
Passing Year - 2022

Department of management - MBA(IT/ Marketing management %

Grades : **70 %**

Bhagat Phool Singh mahila University sonipat Haryana
Passing Year - 2018

School of engineering & science - B.tech(ECE) %

Grades : **65 %**

Janta inter college Bhopa Muzaffarnagar
Passing Year - 2014

- 12th %

Grades : **65 %**

DECLARATION

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.