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## EDUCATION

Master of Business management , <i>GLA University, Mathura</i>	May 2021
Bachelor of Commerce , <i>BSA COLLEGE , Mathura</i>	May 2019
Intermediate , <i>AGRA PUBLIC SCHOOL AGRA</i>	May 2016
High School , <i>SHRI R.S PUBLIC SCHOOL AGRA</i>	May 2014

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## INTERNSHIP EXPERIENCE

- THE COMPLET DIGITAL MARKETING COURSE 12 COURSE IN 1 BY UDEMY
- MICROSOFT EXCEL –ADVANCED EXCEL FORMULAS AND FUNCTIONS BY UDEMY

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## SKILLS

### Technical

- MS excel
- MS word
- Power point
- Comprehension Skills

### Professional

- Effective Analytical Skills
- Good communication skills
- Time management
- Ability to identify and solve problems
- Quick learner

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## Extra/Co-Curricular Activities

- NCC Cadet
- Participated in HR CONCLAVE in GLA University in 2019.
- Certification of completion in Fundamentals of digital marketing from Google Digital unlocked
- Certificate of participation in Online Quiz on Digital Learning Resources Organized by Matrix School of Management Studies.
- Certification of successfully participation in General Awareness online Quiz conducted by Mangalayatan University.

**Declaration** I hereby declare that all the above mentioned information is true and correct to the best of my knowledge.

RAJKUMAR PONIA