

MANYA PANDIT

Gender: Female, Age: 19, Phone no: 8383978143, Email id: manya.pandit5500@gmail.com

EDUCATION

BA Hons in Journalism	2019-22	Bharati College, University of Delhi	Year 1 – 6.5CGPA Sem 3 – 6.67SGPA
CBSE (Class XII)	2019	Sun valley International School, Ghaziabad	75%
CBSE (Class X)	2017	Sun valley International School, Ghaziabad	60%

INTERNSHIPS

1) **EDUMENTOR**– A team of 100+ extremely motivated Faculty and Mentors pride themselves in pushing student to their limit. Worked as **Business Development Executive**

March18, 2020 to March31 2020

March19, 2021 to 31st April 2021

- Worked under the professional councilors to provide counseling for students.
- Made reports using Ms Excel
- Analyzed the demands of students as per their subjects and interest areas.
- Researched of different courses and colleges and update them in the report.
- Update students about the subject counseling for the preparation of their exams by authors.
- Sort data's given by the councilors through subjects

2) **Humanity Welfare Council**- It is a nationally acclaimed organization which runs on the grounds of "social entrepreneurship" formerly known as HWC. It was founded in the year 2017.

23/03/2020 to 29/03/2020,

WFH in Social media marketing

- Encouraging people to donate from personal circle and giving them certificate through E-mail.
- Making report in excel of daily donations made.

OTHER QUALIFICATIONS

- 1) **Data Management** from Humanity Welfare Council
- 2) **E-mail Marketing** from Humanity Welfare Council

PROJECT

- 1) **Self-Project 1**: Advertisement made on restaurant.
- 2) **Self-Project 2**: Documentary made on Education system during pandemic.
- 3) **Self-Project 3**: Posters made on various occasions such as Independence day, Covid-19, Blood donation

ACADEMIC ACHIEVEMENTS AND AWARDS

- Various NCC participation certificate on different occasion such as quiz competition, etc
- Certificate from Department of journalism for logical and management during journalism save

OTHER INFORMATION

- I am a member of photography as well as YouTube member of Tarseel of journalism department

SKILLS

- Ms Excel
- Photography (Intermediate)
- Ms Power Point
- ☒ Ms Word

PERSONAL INFORMATION

Date of birth 14 May 2002

DECLARATION

I hereby declare that the information mentioned above is true and to the best of my knowledge

Name: Manya pandit

Place: Ganesh Nagar, New Delh