

ALVI SAXENA

OBJECTIVE

- An enthusiastic desiring to work with professionals and to serve a dignified organization.
- To achieve high growth in career through continuous process of learning about new things and do become competent professional with my best efforts.

EDUCATIONAL QUALIFICATION

Year	Degree	%/CGPA	Institute
2020-22	MBA	Pursuing	Dayalbagh Educational Institute, Agra
2018-20	M.Com	7.71	Dayalbagh Educational Institute, Agra
2018-19	PGD in Journalism	72.5	Agra College, Agra
2015-18	B.Com	57.72	Agra College, Agra
2015	XII	73.00	Queen Victoria Girls Inter College , Agra
2013	X	83.50	Queen Victoria Girls Inter College , Agra

WORK EXPERIENCE

Organization	Learning	Year
Destar Inc., Noida	End to End Recruitment Process	July 2021 – till now
Gao Tek Inc., U.S.A.	End to End Recruitment Process	Jan. 2021 – April 2021
Digi Maharaja News, Agra	Anchoring, Writing, Voice Over	2020
The Blank Ink 9 Media Pvt. Limited, Agra	Anchoring, Writing, Voice Over	2019
Scholars British, Agra	Counselor	2016

SKILLS/STRENGTH

- Proficient with MS-Office, MS-Excel, MS-PowerPoint, Tally, Communication Skills, Leadership.

POSITIONS OF RESPONSIBILITY / VOLUNTARY ACTIVITIES

- Coordinator – **Taj Mahotsav 2019**
- Volunteered - **Agra Sahitya Utsav (National Book Fair & Literature Festival) 2019**
- Coordinator – **Edify Debate organized by Youthquake 2019**
- Volunteered – **MTB Himalaya 2018**
- Organized & Volunteered – **Agra College Annual Event 2015**
- **Class Representative (B.Com) 2015-18**



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PERSONAL DETAIL

Date of Birth : 23.05.1998
Father's Name : Mr. Alok Saxena

LANGUAGES

Hindi and English

ACHIEVEMENTS

- TED^x 2019
- Dance Competition at Taj Mahotsav 2019
- Graded A in Computer Application 2019
- Completed Go Green Cyclothon 2018
- Obtained A+ Computer Accounting 2015.