

Vanshika Yadav

About me

A creative and quick-thinking individual with a bent on communicating and building a relationship. Quick responsibility learner. Skilled in integrated planning methodologies and drive a creative idea.

Contact

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Email

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Address

Yamuna Vihar, Delhi

Education

- **Class X**

Canterbury Public School (2017-18)

- **Class XII**

Virendra Public School (2019-20)

- **Graduation**

Janki Devi Memorial College (2020 - 23)
B.A Programme (english and economics)

Expertise

- Excel
- Troubleshooting
- Quick learner
- Social Media Management
- Power point
- Time Management
- Responsiveness

Language

English

Hindi

Experience

- **Gursidak Foundation August'22 - March'23**
Social media intern
 - Manages the company's social media accounts and posts content.
 - Brainstorms campaign ideas.
 - Monitor various social media platforms such as Facebook, Instagram, and Twitter.
 - Analyzes analytics to gauge the success of campaigns.
 - Assists in creating performance reports.
- **Fantasy counsel June'21 - September'22**
Customer handler
 - Assisted customers in understanding new changes, enhancing their experience and satisfaction.
 - Conducted timely reviews of teammates' work before submission, ensuring accuracy and quality.
 - Actively contributed to monthly meetings, providing valuable insights and feedback.
- **Labelaishwaryrika September'22**
Social Media Handler
 - Oversee social media accounts'
 - Worked on different projects with team.
 - Performing research on current benchmark trends and audience preferences
 - Communicate with followers, respond to queries in a timely manner and monitor customer reviews.
- **Max healthcare October'22 - January'24**
Executive coordinator
 - Worked as a coordinator between the doctor and the patient.
 - Resolve patients query.
 - Actively participate on weekly meeting and gave opinions.
- **Pearson VUE April'24 - May'24**
Project coordinator
 - Coordinate with selected sites signed up for testing.
 - Receive required documents and information related to event audits.
 - Handle telephonic queries from test centers and clients.
 - Well-versed with MS Office suite – Word, Excel and PowerPoint.
 - Helped in troubleshooting.