

JASHAN KHANNA

8373945027 • jashankhanna30299@gmail.com • <https://www.linkedin.com/in/jashan-khanna-12b38022a/> • New Delhi

Summary

BBA Student with diverse Internship experience in Social Media Marketing, Human Resources, Human Resource Management. proficient in MS Office, Canva, Social media marketing and management, and Recruitment. Eager to apply my skills and dedication to contribute effectively to a dynamic organization

Skills

CANVA , SQL , MS Excel , Video Editing , Social Media Marketing , Recruitment , Figma , MS Office , Social Media Design , Filmora

Experience

Socioheads

New Delhi

Social Media Intern

07/2023 - 10/2023

- Researched Market Trends
- Managed Social Media
- Boosted Online Reach
- Created Social Media Designs

jobsindiaconsultancy.com

Remote

Human Resource Intern

10/2022 - 11/2022

- Candidate Calls
- Consultancy
- Excel Records

Suvidha Foundation (NGO)

Remote

Human Resource Management Intern

08/2022 - 09/2022

- Intern Recruitment
- Interview screening
- Team management
- Excel Records

Education

Banarsidas Chandiwala Institute Of Professional Studies

Bachelor of Business Administration

2021 - Present

Rich Harvest Public School

High School (Commerce with Maths)

2021

Courses & Certificates

MsExcel-My Great Learning

Mirosoft office with AI Tools-Be10x

Marketing Foundation-My Great Learning

Advanced SQL-My Great Learning

Introduction to Digital Marketing-My Great Learning

Data Visualization using Tableau-My Great Learning

Data Visualization using Power BI-My Great Learning

Interests & Hobbies

Creating Canva Designs , Social Media Designs , Video Editing