

CURRICULUM VITAE

Sunil Deswal

COMMUNICATION ADDRESS

E-6/101, Sultan Puri, New Delhi, Delhi - 110086.
9540929163

Email: sunildeswal13@gmail.com

CAREER OBJECTIVE

- To work in challenging environment with honesty and dedication mixed with in a team to help the company achieve and growth, If i given a chance I will work to best satisfaction of my senior.

EDUCATIONAL ACCOMPLISHMENTS

Completed 12th from CBSE & Secured 1st Position

Completed 10th from CBSE & Secured 3rd Position

B.Com from DELHI UNIVERSITY & Secured II Division Pursuing

MBA in Finance from Sikkim Manipal University

Summary of Qualifications:

- Thorough knowledge of the MS office tools (expertise in working with MS excel)
- Good exposure to the back office profile with work experience in the field of IT & Finance.
- Experience of working in rotational shifts ● Comfortable in working pressure
- Digital Marketing

● Oct 2023 – April 2024

Organization: Grow2viral Technologies LLP

Designation : Social Media Executive

● 10th Jan 2022 – October 2023

Organization: Derma Defyn (Healthcare)

EXPERIENCE SUMMARY

- **10th May 2022 – Present (Freelancing)**

Organization: Numerologist Geetanjali Malik (Personal Social Page)

Designation : Social Media Executive

Roles & Responsibilities:

- Creating content, including text posts, video and images for use on social media
- Interacting with customers and dealing with customers' enquiries Developing new social media strategies and campaigns
- Collaborating with Bloggers & Influencers to ensure branding is consistent
- -Handle You tube & Instagram / Youtube
Hashtag Research

- **13th April 2021 – Dec 2021**

Organization: Votan Ventures

Designation : Digital Marketing Executive

Created all posts & reel for social media accounts

Post blog, PR, Articles

Handle website designing, Seo, Draft Business Purposal, Email Marketing, Data Mining or Scraping by Google

- **12th March 2016 – 2020**

Organization: Soulilution IT Services Pvt. Ltd.

Designation: Executive – Data Services

Projects Assigned: K12

Roles & Responsibilities:

- Find the client to make a business relationship.
- Work in internet to check a different different detail.
- Work in excel to formatting & formulation.
- Collect data on educational sites & arrange in spreadsheet.
- Mining personal contacts of educational institute persons detail.
- Make effective data by using advance excel formuals like: Vlookup, Hlookup etc (Advance Excel).
- Compare data with source documents, or re-enter data in verification format to detect errors.
- Work in excel to check the file in detail.
- Work in excel to formatting & formulation. (Advance Excel)
- Collect data on social media sites & arrange in file format.
- Email handling.
- Working of multiple projects in Equity & Mutual Fund & US & UK events of data mining.

COMPUTER PROFICIENCY

- MS Office
- Use of Internet Service.
- Digital Marketing Tools
 - .Keyword Research
- Expertise in Internet related activities
- Basic computer applications
- Business/Correspondent Facilitator from BFSI ● Canva , Inshot, VN Video editing, Animoto

PERSONAL INTERESTS

- Listening Music
- Internet Surfing
- Cooking

~~PERSONAL PARTICULARS~~

Date of Birth : 26-OCT-1996
Father' s Name :: Lt. Ramsukh Deswal
Gender : Male
Nationality : Indian
Marital Status : Unmarried
Hobbies : Cooking , Reading
Books

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

Date:

Place: NEW DELHI

SUNIL DESWAL