

RITESH

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Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

EDUCATIONAL QUALIFICATION

Name of Course	Year	School/College	Grade
B.Com (H)	2024	Sri Venkateswara College, University of Delhi	7.32 CGPA
AISSCE (Class XII)	2021	Kendriya Vidyalaya No. 3, Faridabad	92%
BSEH (Class X)	2019	Mahadev Desai Sr. Sec. School, Faridabad	83.8%

WORK EXPERIENCE

Accountant Intern - Adv. Jitender Goel Firm, Faridabad (August 2022 - November 2022)

Posting journal entries, updating financial statements, maintaining accounts receivable and accounts payable, Bank reconciliation statement, GST return filing etc.

Talent Acquisition (HR) Intern - Erekrut Recruitment Made Easy, New Delhi (February 2023)

Different types of content & LinkedIn job posting, shortlisting of resumes, interview scheduling and shortlisting of candidates.

- **Intern of the Week** for weeks 1,3 & 4 - Erekrut

Human Resource Recruiter Intern - YoursthatSenior (P) Ltd (April 2023 - May 2023)

Recruitment process, Indeed job posting, interview scheduling, shortlisting of resumes and HR case study was learned.

Member, The Aarambh Organization

(January 2023 - June 2023)

The Aarambh Organization is an NGO Affiliated with Niti Aayog. Where I learned leadership, drive management, social work, and problem solving.

Digital Marketing Intern - Uni Square Concepts, New Delhi (June 2023- September 2023)

Ensure proper formatting of E- Books, Off Page SEO, Social Media Marketing, Videos Editing, prepare reports, post classifieds, participate in forums, handle bookmarking, analyze keywords, execute paid publicity, analyze market trends.

POSITIONS OF RESPONSIBILITY

Research & Development Head, The Extension Society, SVC. (February 2023 - Present)

Member, Women Development Cell, Sri Venkateswara College (October 2022 - Present)

House Vice Captain, Kendriya Vidyalaya No.3 (2018 - 2019)

EXTRA-CURRICULAR ACTIVITIES

Certificate A, National Cadet Corps (July 2019)

Add-on Courses:-

Data visualization with Power BI – Great learning (March 2023)

Advance Excel - STP Computer Education (September 2022)

Tally ERP9 - STP Computer Education (July 2022)

Information Technology Level-2, National Skill Development Corporation (October 2019)

Information Technology Level-1, National Skill Development Corporation (March 2019)

OTHER INFORMATION

VOLUNTEER:

Aldaa Foundation (February 2023)

Sanitary Pads Distribution Drive organized by Extension Society – Department of commerce in association with Aldaa Foundation

SKILLS:

Technical skills - Canva, Photoshop, HTML, MS Office, Tally, Adobe Premiere Pro

Personal skills - Communication, Leadership, Recruiting, Analyst