

# Shivam Chauhan

## CONTACT

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## EDUCATION

### B.A & Co. Artist

12th+ Passed & FEA Gov.

( 2019-2023 )

## SUMMARY

Highly skilled Social Media Specialist with a strong background in graphic design. Proficient in managing and growing brand presence across platforms like Instagram, Facebook, and Twitter. Experienced in creating visually appealing content, developing social media strategies, and engaging with online communities. with a passion for both design and digital marketing.

### • SKILLS

- Photoshop Designing
- Communication Skills
- Time Management

## WORK EXPERIENCE

### ● QC Management

Fradel and Spies ( 2022 - 2024 )

- Managed product quality and approved for client
- Oversaw office inventory activities

### ● Junior r Executive Assistant

Blinkit ( 2021 - 2022 )

- Executive assistant, under little supervision and acting on own initiative
- Responsible for gathering, assembling, and analyzing information and data from a wide variety of sources