

# TRISHA KAUR VIRDI

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With 1.6 years of diverse experience in administration and marketing, I am now eager to transition into the IT field. I am committed to bringing my best to any role in the IT sector, leveraging my skills and passion for learning. I will dedicate myself to continuous improvement and delivering exceptional results as an IT professional.

## SKILLS

- Communication
- Teamwork
- Active Listening
- Problem Solving
- Management Skills
- Networking
- Database Management
- Operating Systems
- Research

## EXPERIENCE

### SCHOOL ADMINISTRATOR

(JUN 2023 - JUL 2023)

Ahmed Peermohamed Eng Med Primary & High School, Pune

- Coordinated all administrative processes.
- Managed budgets, policies and events.
- Managed all aspects of school budget and financial planning, including purchasing and budget allocation

### SOCIAL MEDIA MARKETING INTERN

(DEC 2023 - MAR 2024)

Visionary Services, Pune

- Managed the company's social media accounts and posts content.
- Monitor various social media platforms such as Facebook, Instagram, & LinkedIn.
- Understanding the overall concept of the company, including the brand,
- customer, product goals, and all other aspects of service.

### EXECUTIVE - CONTENT OPERATIONS

(MAY 2024 - MAY 2025)

JustDial, Pune

- Handled customer and vendor calls to collect and confirm business details.
- Entered and updated data in the system with accuracy.
- Achieved daily and monthly performance targets.
- Used Microsoft Excel to keep records and manage data.

## LANGUAGES

- English
- Hindi
- Punjabi
- Marathi

EDUCATION

Grade - 78%

10TH SSC BOARD

The Aranha's Rosary School Camp

Grade - 70%

12TH HSC BOARD IN COMMERCE

Sardar Dastur Hormazdiar Junior College | 2018 - 2020

Grade - 75%

BACHELOR'S IN COMPUTER APPLICATIONS (BCA)

St Miras College For Girls | 2020 - 2023

Present

POST GRADUATE DIPLOMA IN INFORMATION TECHNOLOGY (PGDIT)

Symbiosis Centre For Distance Learning | 2024 - 2026

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COURSES AND CERTIFICATIONS

(SEP 2023 - NOV 2023)

- The Fundamentals Of Digital Marketing (Google Digital Garage)
  - Google My Business (Google Digital Academy)
  - Foundations of Digital Marketing & E - Commerce (Coursera)
  - Introduction To Google SEO (Coursera)
  - Introduction To Social Media Marketing (Coursera)
  - Digital Marketing Commercial Course & Training (Undri, Pune)
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