

# SHUBHANKAR NANDA

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TO WORK IN A DYNAMIC ATMOSPHERE WHERE I CAN LEARN AND GROW, APPLYING MY KNOWLEDGE AND SKILLS TO THE FULLEST EXTENT POSSIBLE, AND MAKING A GOOD CONTRIBUTION TO BOTH THE DEVELOPMENT OF THE ORGANIZATION AND MY PERSONAL PROGRESS.

## EXPERIENCE

**JUNE 2020 –PRESENT 2023**

**OUTREACH EXECUTIVE** SVELTETECH TECHNOLOGIES (**GURUGRAM, HARYANA**)

My key responsibilities were:

- Management of Social media pages
- Designing campaigns for dissemination
- Outreach
- Content writing
- Engaging with influencers
- Producing/Creating analytical reports for clients
- Dissemination

**JULY 2022 – JANUARY 2023**

**DATA ANALYST** SVELTETECH TECHNOLOGIES (**ABU DHABI, U.A.E**)

I was promoted as social media analyst where my key responsibilities were:

- OSINT (open-source intelligence) on the requirement of the client
- Research
- Operating tools created by my home company for virality mapping and Content mapping
- Research on Darknet if needed
- Producing/Creating analytical reports for clients on Daily basis
- Providing trainings about our product/software to the Clients

**DECEMBER 2019 – JUNE 2020**

**TELECOUNSELOR**, GLOBEDWISE (**NEW DELHI, DELHI**)

My key responsibilities were:

- Booking appointments for students willing to study abroad
- Clearing queries of students/parents remotely
- Following up on potential leads
- Driving leads to conduct IELTS session

## EDUCATION

**MATRICULATE & INTERMEDIATE** FROM N.I.O.S

**SOCIOLOGY HONORS (PERSUING),** IGNOU

## SKILLS

- Strong knowledge of how social media environment works
- Can create social media environment in accordance to my will
- Research
- Social Media analysis
- Creative Content creation
- Strong Communication Skills
- Ability to work under pressure and under deadlines
- Strong knowledge of Microsoft office
- Quick-learner
- Self-learner
- Self-Motivated and hardworking

## ACTIVITIES

If I recall what my passion is I will mention here is exploring mountains and I like to meet new people and hate being monotonous. Open to try and accept new things whatever life presents me.