



NAME: VIVEK GUPTA

QUALIFICATION: MBA
(CPM)

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OBJECTIVE:

Exploring a responsible career opportunity in an organization to transform and upgrade my skills and knowledge into a profession and achieve organizational objectives.

SKILL SETS

- Sincerity
- Work in Team
- Leadership
- Team management
- Communication Skill
- Time Management
- Analytical Skill
- Problem-solving

TECHNICAL SKILLS

- Social Media Management Platforms
- Meta Business suite
- Brandwatch
- Statusbrew
- Hootsuite
- Clickup
- Canva
- Airtable
- Nuclino
- MS Excel
- MS Word

Previous Experience:

Company: In2Talk Technology
Period: Jan 2024 – Jun 2024
Role: Team Lead- Community Management (SMM)
Location: Bengaluru
Description: Managing a team of community managers, designer, copywriter and overseeing the Social media pages for a brand. Responsible for content and community strategy development, community engagement, content management, analytics and reporting, and cross-functional collaboration with education team, marketing team, and PR team.

Company: Ugrocol Solutions Ltd.
Period: Feb. 2023 – Dec. 2023
Experience: 10 months
Role: Team Lead- Community Management (SMM)
Location: Bengaluru
Description: Managing a team of community managers, designer, copywriter and overseeing the Social media pages for a brand. Responsible for community strategy development, community engagement, content management, analytics and reporting, and cross-functional collaboration.

Company: Veyola Services Pvt. Ltd.
Period: Sept. 2021 – November 2022
Experience: 1 year 3 months
Role: Senior Community Manager (TL)
Location: Mumbai
Description: Building community on various Social Media Platforms

ACADEMIC BACKGROUND:

Year: 2012-2013
Name: Chhatrapati
Shivaji Public
School
Body: 10th (SSC)
Percentage: 71%

Year: 2014-2015
Name: Chhatrapati Shivaji
Public School
Body: 12th (HSC)
Percentage: 78%

Year: 2015-2019
Name: SVITS
Body: BE (Civil)
CGPA: 7.42

Year: 2019-2021
Name: RICS-SBE
Body: MBA-CPM
CGPA: 7.90

DETAILED ACHIEVEMENTS:

- Accomplished a certification course about Management and Leadership Skills.
- Accomplished professional Diploma in Social Media Marketing and Copywriting.
- Successfully developed and grow a Facebook page from scratch to 20K+ followers.
- Gold Medal in National Science Olympiad in 2015.
- Research based internship report got published in e-book of our institute.
- Participate in State Level Dodge Ball Competition.
- Member of Core committee in National Level Project Competition 'Navarachanaa' in 2018.
- Awarded with Student of the Year "Mr. CSPA" in School in 2015.

Reference:

- **Academic:**

Arun Kumar Ahuja
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PERSONAL INFORMATION:

- **Date of Birth:** 07/01/1998
- **Father's Name:** Sanjay Gupta
- **Languages Known:** English, Hindi, Spanish
- **Passport Available:** Yes

Note: All the companies mentioned above are belong to an international brand for which I worked. The payroll company and the legal entity has been changing time to time.