

Curriculum Vitae

Priya Tripathi

Mob no:- 9026075769

Email:- priyatripathi463@gmail.com

CAREER OBJECTIVE

- To work in a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

BASIC ACADEMIC CREDENTIALS

Qualification	Board/University	Year	Percentage
High School	M.I.C. Ayodhya	2012	78%
Intermediate	S.D.R.S.R. Girls Inter College	2014	64%
Bachelor of Arts (B.A.)	Ram Manohar Lohia Avadh University, Ayodhya (U.P.)	2014-2017	54%
Post Graduation in Fashion Designing	Awadh University, Ayodhya (U.P.)	2018	70%

WORKING EXPERIENCE

Organization Name- J P Public School & IFACT (Ayodhya)

Duration- 1 Year

Designation- Counselor

Job Responsibilities-

- Developing and implement an all-encompassing educational and counseling plan.
- Fostering equal opportunity practices and encourage students' association
- Prepare candidates raw data in MIS and DBMS format.
- Communicate with guest and resolve their queries.
- Paying attention to cultural or societal differences in dealing with the students.

Organization Name- Saatvik Tiles Gallery (Lucknow)

Duration- 6 Months

Designation- Social Media Manager & Front Office Executive

Job Responsibilities:-

➤ **Front Office Executive-**

- Perform any other clerical duties necessary to keep the office running
- Updating appointment calendars and schedule appointments/ meetings.
- Maintaining administration and operation records
- Deal with the customers, communicate them and resolve their queries.
- File important documents and keep them well organized.

➤ Social Media Manager-

- Design and implement social media strategy to align with business goals and Set specific objectives.
- Generate, edit, publish and share engaging content daily (e.g. original text, photos, videos and news)
- Collaborate with other teams, like marketing, sales and customer service to ensure brand consistency.
- Communicate with followers, respond to queries in a timely manner and monitor customer reviews.
- Oversee social media accounts' design (e.g. Facebook timeline cover, profile pictures and blog layout)
- Suggest and implement new features to develop brand awareness, like promotions and competitions
- Stay up-to-date with current technologies and trends in social media, design tools and applications.

PROFESSIONAL QUALIFICATION

- Certification Course in Corel Draw (Draw and Design) & Photoshop (Image Editing) in 2019.

PROFESSIONAL SKILLS

- MS Office.
- Back Office Operations.
- Communication Skills.
- Customer Service.
- Time Management Skills.
- Team Work and Collaboration.

JOB RESPONSIBILITY

- Leadership and working with ownership & sincerely.
- Ability to work under pressure.
- Front Office Receptionist skills (multitasking).
- Problem solving and Teamwork.
- Self-discipline and Result oriented.

PERSONAL DETAILS

- | | |
|------------------------|---|
| □ Father's Name | :- Mr. S D Tripathi |
| □ Permanent Address | :- Vashistha Kund Ayodhya |
| □ Date of Birth | :- 8 th June 1997 |
| □ Language Known | :- English & Hindi |
| □ Gender | :- Female |
| □ Nationality/Religion | :- Indian |
| □ Interest & Hobbies | :- Reading, Designing, Blogging, Creativity |
| □ Strengths | :- Patience, hardworking, Discipline |

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Place: Ayodhya
Date:

Priya Tripathi
(Signature)



