

Resume

Laxmi Soren
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Objective

An Enthusiastic MBA Graduate looking for an entry-level position in an Organization where I can learn new skills and share my knowledge to achieve both individual as well as organizational goals.

Work Experiences

Assistant Manger
ICICI Bank
Rourkela / Odisha
June 2021- November2021

- Maintained in depth knowledge of bank product and services.
- Handled daily reconciliation of payment as well as maintaining incoming and outgoing cash record.
- Supported identifying potential sales opportunities to new business clients.
- Managed branch operation and day to day activities like handling a vault operation.

Training & Internship

- Social Media Marketing Internship done from Institute Rank.com (23/08/20 – 06/09/20)
 - Promoted You Tube videos
 - Increased subscriber and viewer
- Social Media Marketing Internship done from LUDIFU (01/05/20 – 31/07/20)
 - Worked on content related to Marketing Activities
 - Posted job ads and organized resume and job application
 - Reported the work updates regularly to our Senior Management
- Social Media Marketing Internship done from We Are Crazy (09/06/20 – 17/06/20)
 - Developed and managed digital marketing campaign
 - Oversees a social marketing strategy

- Written and optimized content for websites and social media networking account such as FB, Instagram, Twitter.
- Campus Review Marketing Internship done from SHIKHA (15/05/20 – 15/06/20)
 - Had a good network of friend and convinced people to collect Campus Reviews.
- Marketing Internship done from Outlook Publishing Pvt. Ltd. (14/05/20 -30/07/20)
 - Lead generated through cold calling
 - Maintenance of excel sheet
 - Surveyed over 200 prospective people in Kolkata to gathered data.

Educational Qualification

COURSE	School / College	Board	Percentage	Year of Passing
MBA (HR& Marketing)	GIET University	GIET University	8.0 CGPA	2019 – 2021
BBA	Rourkela Institute Of Management Studies	Sambalpur University	65%	2016 – 2019
12 th	De'Souza School	ICSE	60%	2014 -2016
10 th	Sri Aurobindo's Rourkela School	ICSE	70%	2000 -2014

Skills Set

- Technical skills
- Customer Services
- Interpersonal skills
- Cash Handling

Personal Details

Date of Birth: 16th November, 1997

Father's Name: Matal Soren

Languages Known: English, Hindi, Odia