

PURVI JAJOO		
Female, 21 Years		
ACADEMIC QUALIFICATIONS		
Year	Qualification	Institute
2024	BMS (Marketing)	H.R College, Mumbai
2021	Class XII (CBSE)	St. Paul's Sr. Sec. School, Bundi
2019	Class X (CBSE)	St. Paul's Sr. Sec. School, Bundi
FREELANCE		
Content Writer		May 2020 – Present
<ul style="list-style-type: none"> •Worked on Ideation, Promotion, Scheduling & Execution on my blog on Medium.com, the blog is based on genres of psychology, healthcare & mental health •Featured as an article writer on the Times Of India blog, the genre being societal issues. •Honored as a regular Poetry writer in the Monthly magazine of Jaipur, called Sainik Sansaar. •Wrote reports & acknowledgment letters for Foreign Universities by International Programmes Committee, H.R. College. 		
Voice Over		Aug 2018 – Present
<ul style="list-style-type: none"> •Honored for contributing as a Voice Over Artist for the World's longest titled audiobook, Guinness attempt, 2020. •Contributed as a public speaking artist on platforms like Hooted1ce, TapeATale, etc. 		
ACADEMIC PROJECTS, CURRICULARS & SKILLS		
Projects	<ul style="list-style-type: none"> •Blackbook project on Factors affecting the choice of furniture of people, with reference to Sangli city. •Took a survey of 50+ people on factors like price, payment mode, etc. •Included graphical representations, pie charts, etc. in the study. •Concluded the study with observations & suggestions. 	
Skills	<ul style="list-style-type: none"> •Soft skills: Public speaking, communication skills & coordination among the team. •Languages: Hindi(Native), English(Fluent), Marwari(Intermediate) •Certifications: Digital Marketing & Creative Writing, from MyCaptain. •Tools: MS Word, Canva. 	
POSITIONS OF RESPONSIBILITY		
Outreach & Research department sub head of 180 DC Club, H.R. College.	<ul style="list-style-type: none"> •Analyzed and drafted case studies' summaries appointed to 180 Degree Consulting Club. •Drafted after reports for sessions of guests like financial consultants. •Researched about improving the overall working of the club. 	2021-2022
Guest relations department sub head, IPC, H.R. College.	<ul style="list-style-type: none"> •Worked at maintaining professional relations with various universities. •Wrote reports & acknowledgement letters for various foreign universities. 	2021-2022
ACHIEVEMENTS & EXTRA-CURRICULARS		
Competitions	<ul style="list-style-type: none"> •Stood 2nd in the Debate competition at Off D' Cuff Event by PSDS, H.R. College. •Runner-up in Shot Put Sport at district level, Bundi. •Won Elocution Competition in Class 12th, St. Paul's School, Bundi. 	2022 2019 2020
Others	<ul style="list-style-type: none"> •Awarded Best Organizer Award for contribution to 180 DC Club, H.R. College. •Secured A+ & O grade in all 6 semesters, securing more than 70% marks in each paper in •Honored with Outstanding Contribution award from PSDS, H.R. College. 	2022 2020 2022
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