



UTKARSH CHANDRA JHA

7398427796

2/10, Irrigation Colony, Govindpur, Prayagraj, Uttar Pradesh, 211004

utkarshchandrajha@gmail.com

OBJECTIVE

As a recent graduate, I'm looking for an opportunity to work in an environment which encourages me to succeed and grow professionally where I can utilise my skills and knowledge appropriately, add on to the overall development and growth of the organisation and gain some experience and enhance my skills and knowledge further.

SKILLS

- Tech Savvy
- Knowledge of Internet & E-mail,
- Basic knowledge of computer and its applications like MS Word, Excel, PowerPoint, Adobe Photoshop, PageMaker, Corel Draw, Paint, Google AdSense YouTube Studio, etc.
- Time Management
- Communication skills
- Typing
- Multitasking
- Data Entry
- Digital Marketing
- Social Media Marketing
- Meme Marketing
- Cold Calling for Lead Generation
- Drafting
- Knowledge of Tax Filing
- Knowledge of Office related works, etc.

INTERESTS

Reading, Writing, Listening Music, Traveling, Cooking, Nature Photography, etc.

LANGUAGE

- English
- Hindi
- Maithili

EXPERIENCE

ATOZDOTCOM

Customer Support Executive

Handling customer queries and assisting them, lead generation through CRM, taking survey and feedback from customers through communication, etc.

02/07/2018 - 27/06/2019

CYBERHUB

Computer Operator cum Office Assistant

Data Entry, Typing, and other works related to computer and its applications.

09/08/2019 - 30/03/2021

EDUCATION

University of Allahabad

Graduation

90.68%

2022

Erny Memorial Senior Secondary School Allahabad (CBSE)

Intermediate

60%

2018

Erny Memorial Senior Secondary School Allahabad (CBSE)

High School

70.3%

2016

Shambhunath Group of Institutions

Master of Business Administration

2022-24

CERTIFICATIONS

- Digital Marketing
- 1. Issued by Google (Alphabet Inc.)
- 2. Issued by GreatLearning (BYJUS) Grade (A)
- Social Media Marketing
- Issued by GreatLearning (BYJUS) Grade (A)
- Business Process Management
- Issued by GreatLearning (BYJUS) Grade (A)
- Customer Relationship Management
- Issued by GreatLearning (BYJUS) Grade (A)
- Financial Accounting
- Issued by GreatLearning (BYJUS) Grade (A)
- Computer Fundamentals
- Issued by StudySection (Webner Solutions Private Limited) Grade (A)
- Business Ethics
- Issued by StudySection (Webner Solutions Private Limited) Grade (A)
- Diploma In Advanced Financial Accounting
- Issued by StudySection (Webner Solutions Private Limited) Grade (A)
- Fundamentals of Taxation
- Issued by GreatLearning (BYJUS) Grade (A)
- Instagram Marketing Fundamentals
- Issued by GreatLearning (BYJUS) Grade (A)
- Stock Market
- Issued by GreatLearning (BYJUS) Grade (A)
- Supply Chain Management
- Issued by GreatLearning (BYJUS) Grade (A)
- Basic Accounting
- Issued by GreatLearning (BYJUS) Grade (A)
- Human Resources Management
- Issued by GreatLearning (BYJUS) Grade (A)
- Smart English Basics for Professionals
- Issued by GreatLearning (BYJUS)

PARENT'S NAME

Father's Name

Mr. Subodh Chandra Jha

Mother's Name

Mrs. Sushila Jha