**Harshita Patodi**

harshitapatodi@gmail.com

+91 6375101421

Mumbai

EDUCATION

**Bachelor of Mass Media (B.M.M.), Humanities**

Hinduja College Of Commerce

2021 - 2024

**Senior Secondary (XII), Arts**

Modern Sr. Sec. School, Kota, Raj

(CBSE board)

Year of completion: 2021

Percentage: 89.78%

**Secondary (X)**

Saint Paul's Sr. Sec. School, Kota, Raj

(CBSE board)

Year of completion: 2019

Percentage: 82.00%

INTERNSHIPS

**Social Media Marketing**

Hire Glocal, Mumbai

Apr 2023 - May 2023

Worked as a social media marketing intern for one of the best HR recruitments In India. I've managed various social media accounts of the company, assisted the growth of the brand by spreading its word Through various media platforms

**Relationship Manager**

Clever Harvey, Mumbai

Apr 2022 - Jun 2022

I've worked as a Relationship Manager in a reputed company i.e. Clever Harvey. On behalf of the organisation, I was responsible for managing and upholding ties with clients, alumni. I called these people and sent them gift baskets as part of my work.

**Human Resources (HR)**

Ashman Foundation, Virtual

May 2021 - Jul 2021

POSITIONS OF RESPONSIBILITY

Member of Pr Team of Queen Media techque '22 -FY

Part of Basketball team of school; Class XI-XII  
lead singer of School's Choir group and led the group in several events as lead Singer and won - class VI-VIII  
Part of School's Band Class IX-X

Member of National Security Scheme (NSS) 2021-22 -FY Member of Detour Pr Visit -FY  
Head of Pr Team of Illuminavi '22-FY  
Member of Rotract club of Hinduja 21-22 Part of Kabira Music Fest '22

TRAININGS/ COURSES

**Visharadh Poorna Degree In Classical Music**

Akhil Bhartiya Gandharva Mahavidyalaya, Mumbai, Kota, Kota

Mar 2014 - Apr 2022

**Abacus**

Trendz Edutech Services Pvt. Ltd., Kota

Feb 2013 - Feb 2016

SKILLS

**Adobe Photoshop**

Advanced

**Adobe Indesign**

Intermediate

**Adobe Illustrator**

Intermediate

**MS-PowerPoint**

Advanced

**MS-Word**

Advanced

**MS-Office**

Intermediate

**MS-Excel**

Advanced

**English Proficiency (Spoken)**

Advanced

**English Proficiency (Written)**

Advanced

**Creative Writing**

Intermediate

**Content Writing**

Intermediate

**Video Editing**

Intermediate

**Social Media Marketing**

Intermediate

**LinkedIn Marketing**

Intermediate

**Instagram Marketing**

Intermediate

**Email Marketing**

Intermediate

**Effective Communication**

Advanced

**Canva**

Intermediate

**Hindi Proficiency (Spoken)**

Advanced

**Hindi Proficiency (Written)**

Intermediate

PORTFOLIO/ WORK SAMPLES

ACCOMPLISHMENTS/ ADDITIONAL DETAILS

I'm a passionate student who's always intrigues to learn more,  
hardworking and multitalented who always adhere to deadlines, specialise in working with teams to achieve goals efficiently.

Secured multiple awards in music competitions and basketball tournaments.  
Always has been an active participant in every fest and activities.