

# JIGYASHA KANWAR

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Pilani (Rajasthan)

<https://linkedin.com/in/jigyasha-kanwar-a25408318>

“Highly motivated B.Com graduate seeking an entry-level position in finance to apply my strong analytical skills and academic knowledge while contributing to the growth of a dynamic organization.”

## INTERNSHIP

InternsElite EduTech Pvt. Lmt. Gurugram (HR.)

May 2024 – Nov 2024

Business Development Associate

- Identified and generated new business opportunities through prospecting, cold calling, and market research.
- Managed CRM records, tracked sales progress, and provided insights to optimize business development strategies.
- Assisted in preparing proposals, presentations, and contracts, supporting the sales team to achieve growth targets
- Built and maintained relationships with potential clients, understanding their needs to offer tailored solutions.

## EDUCATION

Pandit Deendayal Upadhyaya Shekhawati University (Rajasthan)

May 2022 - April 2025

University in Rajasthan

Bachelor of Commerce - (B.Com)

Adarsh Vidya Niketan Senior Secondary School, Pilani (Rajasthan)

May 2021 - March 2022

Rajasthan Board of Secondary Education

(12th Examination)

Science (Medical Stream)

Smt. Janki Devi Madelia co-educational School, Pilani (Rajasthan)

May 2019 - March 2020

Central Board of Secondary Education

Secondary School Certificate Examination (Class 10th)

## CERTIFICATIONS

- Business Development Associate - Nov 2024
- Finance & Accounting - May 2024
- Business analytics - March 2024
- Digital Marketing - March 2024

## SKILLS

Data Entry

Communication & Leadership

Computer-Skills

Teamwork

Sales & Marketing

Problem-solving & Adaptability

Book-Keeping

MS-Word

MS-Excel

Time-management

Accounting

Digital Marketing

Quick Learner

MS-Office

## LUNGUAGE

English

Hindi

## DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

- JIGYASHA KANWAR