# Curriculum Vitae

**MRS PRANALI CHINMAY GUPTE**

Address : 301, Snehal Apartments, Jai Prakash Nagar, Road No 5 , Goregaon (East), Mumbai -400063.

Tel No: Mob: **9869007378.**

Email Id: [**pranali.pradhan@gmail.com**](mailto:pranali.pradhan@gmail.com) **/ guptepranali32@gmail.com**

**About Me :**

I am a dedicated digital Marketing Professional with 4 years of vast experience in off – page SEO. (Backlinks, Web 2.0 Accounts and Social Media Management). I have great enthusiasm for learning new things. I can prove to be very hardworking, dedicated and sincere, if given an opportunity. I have zeal to explore new avenues in the areas of content generation, digital marketing& administration which offers a professional and exponential growth.

**Core Competencies**

* Expertise in **MS-Office**.
* Certification Course in **Tally ERP 9.0**
* Certification Course in **Web Designing 3.0** from EDIT INSTITUTE , THANE
* (Photoshop, HTML, CSS, Flash, Dreamweaver, JQuery, XML)
* Certification Course in **PHP**
* Certification Course in **Digital Marketing.**
* Google Certification Course in **Digital Marketing.**
* CertificationCoursein **Inbound Marketing.**
* CertificationCourse in **Social Media.**
* GoogleCertificationCoursein **Google Analytics**
* CertificationCoursein **Advanced Google Analytics.**
* CertificationCoursein **Google Analytics 360.**
* CertificationCourse in **Google Analytics For Power Use.**
* Certification Course in **Data Studio.**
* PursuingCertification Course in **Google Tag Manager.**
* Ability to multi-task and work in fast paced environment
* Excellent analytical & communication skills

**Professional & Educational Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination Passed** | **Year (Duration)** | **University/Board** | **Subjects** |
| **M.COM (HUMAN RESOURCE)** | **2010** | **Mumbai University** | **Human Resource** |
| **B.COM** | **2008** | **Mumbai University** | **Finance and Accounting**  **Marketing**  **Organizational Behavior** |
| **Higher Secondary** | **2005** | **Maharashtra State Board** | **Business, Accounting**  **Economics, English, Secretarial Practice** |

**Work Experience**

* Working with Growup Technologies as a Virtual Assistant – Since 9th March,2020

DESIGNATION **: Virtual Assistant**

Successfully completed 04 weeks rigorous training wherein learnt about below mentioned tools:

* Through understanding on Google Drive and Google Docs
* Email Writing
* HR Assistance
* Content Generation
* Executive Assistance
* Social Media Marketing
* Making Professional PPT
* Time Tracking Tool for Projects and Reports, Top Tracker
* Lead Generation

**WORKED WITH DIGITAL CHEF**

**DESIGNATION : DIGITAL MARKETING EXECUTIVE**

**PERIOD** : December 2013 – December 2017

**Responsibilities:**

* Creating backlinks to the firm’s site.
* Working with web 2.0. and to create Web Pages for the firm.
* HTML/CSS coding
* Managing word press site of the firm.
* Managing blog sites of the firm.
* Managing social accounts of the firm.

**Interest and Activities**

# Music and Reading Books

**Extra Curricular Activities**

Participated in School’s Handwriting competition and bagged Consolation Prize

**Strengths**

# Positive Attitude, Patient Listener & Quick Learner

**Personal Information**

**Date of Birth :** 18th April,1987

**Sex :** Female

**Marital Status :** Married

**Languages Known :** English, Marathi & Hindi

References : **Mrs. Manjiri Patil : 8433530296**

**Ms. Sheetal Gaikwad : 9967773495**

**Mr Amod Oke : 9820488853**

**Mrs Priya Crasto : 9821339166**

I, hereby declare that the above-mentioned information are complete and correct to the best of my knowledge.

(PRANALI GUPTE)