

RISHAV RAJ

BANNERGHATTA ROAD, BANGALORE | rajrishav536@gmail.com | 7000231253 |

[www.linkedin.com/in/ rishav-raj-374aa223a](https://www.linkedin.com/in/rishav-raj-374aa223a) |

PROFESSIONAL SUMMARY!

Motivated and results-driven BBA graduate with hands-on experience in Human Resources and Digital Marketing. Skilled in recruitment, social media management, market research, and content creation. Completed internships with Lernx as an HR Intern and with PCEIR Ac. Peuneir as a Digital Marketing Intern, gaining practical exposure to talent management and online brand promotion. Demonstrates strong communication, organizational, and teamwork abilities, supported by active participation in volunteering activities. Eager to contribute to dynamic business environments and grow professionally in the fields of management and marketing..

SKILLS

Human Resource Management Recruitment Talent Acquisition Digital Marketing Social Media Management Market Research Analysis Content Creation Campaign Planning Employee Engagement Team Coordination Customer Relationship Management (CRM)

Technical Skills: MS Office (Word, Excel, PowerPoint) Google Workspace (Docs, Sheets, Drive) Canva Basic Graphic Design Social Media Tools (Instagram, LinkedIn, Meta Business Suite) Basic SEO Email Marketing

Soft Skills: Communication Interpersonal Skills Leadership Teamwork Time Management Adaptability Problem-Solving Creativity Critical Thinking

Education

ADMINISTRATIVE MANAGEMENT COLLEGE, BBA WITH BUSINESS ANALYTICS Sept 2022 – JULY 2025

- GPA: 6.5
- **Coursework:** Principles of Management, Human Resource Management, Marketing Management, Financial Accounting, Business Communication, Organizational Behaviour, Business Law and Ethics, Entrepreneurship Development, Consumer Behaviour, Digital Marketing, International Business, Strategic Management, Managerial Economics, Operations and Supply Chain Management, Business Research Methods

Experience

DIGITAL MARKETING INTERN, PCEIR AC. PEUNEIR –KOLKATA FEB 2025 – MARCH 2025

- Preparation of Strategic Resource Findings
- Fundamental Strategic Content Development
- Social Media Promotions Community Specific Lead Generation
- Content Brainstorming Analysis.

HUMAN RESOURCES Intern, LERNX – RAJASTHAN MARCH 2025 – MAY 2025

- Conducted candidate sourcing and screening through LinkedIn and other recruitment platforms during the initial phase of the internship.
- Managed and organized candidate data efficiently using Google Sheets for tracking and reporting purposes.
- Shifted to the Interview Department in the second month and conducted 25+ candidate interviews daily, assessing qualifications and communication skills.
- Coordinated with senior HR executives to improve the recruitment process and enhance candidate experience.
- Developed practical understanding of talent acquisition, communication, and interview management in a professional setting.

CLIENT PARTNER, AMPLIOR – DEHRADHUN(REMOTE) FEB 2026 – JUNE 2026

- Client Communication & Relationship Management: Served as the primary on-ground point of contact for clients, handling direct communications, resolving queries, and managing regular follow-ups via phone, Teams,

and WhatsApp.

- **Data Documentation Management:** Maintained strict records of field data, verified payment documentation, and handled onboarding processes for new clients/entities.
- **Performance Progress Tracking:** Managed daily operations independently under a remote reporting structure, consistently delivering detailed data-driven daily status reports (DSR) and task summaries to senior leadership before deadlines.
- **Cross-Functional Collaboration:** Actively participated in daily agile team huddles and strategic meetings to align field insights with corporate operations and resolve operational blockers.

Projects

WALMART

- Conducted an in-depth SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis of Walmart, focusing on its global operations, market strategies, and organizational challenges.
- Analyzed Walmart's business model, supply chain efficiency, and competitive positioning in the retail industry.
- Created a professional presentation highlighting key findings, strategic recommendations, and insights on how Walmart maintains global market leadership.
- Successfully presented the project before the Principal and Professors, demonstrating strong research, analytical, and presentation skills.

Trade Relations between India and China

- Conducted an in-depth analysis of bilateral trade relations between India and China, focusing on import-export trends, trade policies, and economic dependencies.
- Researched the impact of political and economic factors on trade dynamics between the two nations.
- Designed and delivered a comprehensive PowerPoint presentation summarizing key findings, data insights, and recommendations.
- Presented the project before the Principal and faculty members, receiving appreciation for clarity, research depth, and presentation skills.
- Enhanced skills in research, data interpretation, public speaking, and report preparation through this project.

CERTIFICATIONS

SKILL INDIA(INFORMATION TECHNOLOGY) NSQF LEVEL-2

DIGITAL MARKETING and Human Resources

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I take full responsibility for the correctness of the information mentioned in my resume.