

# Suman Nainpuria

Ajmer, Rajasthan 305001

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+91 96803 03993

To impart my skills for the growth of an organization in global scenario so I can secure, progressive and challenging position in the organization structure. For that, I am passionate about my work.

## Work Experience

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### **Accountant & Administrator**

Buildfloor - Ajmer, Rajasthan

September 2019 to Present

### **Digital Marketing and Data Analyst**

Thoughtsbook and Skillskart - Ajmer, Rajasthan

January 2018 to May 2019

This was WFH where I was used to support in educational website building, Content Writing, Digital Marketing and Researching & Analysing the Data.

### **Assistant Professor/Counselor**

St. Wilfred Institute

May 2013 to May 2015

2. Two year working experience with an Internet Company for Education at Skillskaart.com and Thoughtsbook.com.
3. Two year work experience as an Accountant and Administration work at Buildfloor.

## Education

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### **B.Ed. in Social Studies**

Maharishi Dayanand Saraswati University - Ajmer, Rajasthan

September 2013 to May 2014

### **Master's in English Literature**

Maharishi Dayanand Saraswati University - Ajmer, Rajasthan

September 2011 to May 2013

### **Master's in Political Science**

Punjabi University - Ludhiana, Punjab

August 2010 to May 2011

### **MBA in Finance**

PTU - Firozpur, Punjab

September 2007 to January 2010

## Skills / IT Skills

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- Accounting
- Tax experience
- Communication skills
- Microsoft Excel
- Teaching (2 years)
- GST (2 years)
- Digital Marketing (2 years)
- Content Writing (2 years)
- ZohoBooks (2 years)
- Photoshop (2 years)
- Video Editing (2 years)
- QuickBooks
- GAAP
- Computer skills
- ERP systems

## Languages

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- English - Fluent

## Online Profile

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<https://www.linkedin.com/in/suman-nainpuria-72891185/>

## Certifications and Licenses

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### **The Fundamentals of Digital Marketing**

October 2020 to Present

Issuing site (Google) : <https://learndigital.withgoogle.com/digitalgarage/validate-certificate-code>

credential ID : W39 5LA CFW

### **Computer Teacher Training Course**

December 2007 to Present

### **RS-CIT**

November 2011 to Present

### **UGC-NET**

May 2012 to Present