

## TWINKLE JAIN

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Rohini Delhi



### Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. To obtain a challenging position and work in a positive environment which Provides opportunities to learn and grow. Highly self motivated, skilled Individual , hardworking and always ready to learn and innovate.



### Experience

#### NW Overseas medical company

*October 2021 - April 2022*

Project coordinator

Handling the clients , maintaining google sheets, editing, Handling social media, calling, sending proposals, handling the medical equipments training sessions, making presentations,

Organizing reports, invoices, contracts, and other financial files for easy access.

Planning meetings and organizing project logistics.

Ensuring team members have the supplies and resources they need to complete their assigned tasks on time and within their budget limits.

Monitoring the daily progress of projects.

### Freelancing

*2017 - 2022*

Anchor, supervisor

Internship with Dainik Jagran for one month.

I had done anchoring at Delhi's democratic date event.

As an anchor, I worked with Renault's company event, which was a promotional event.

I worked as an intern at shiksha.com.

I also worked as a portfolio model.

I worked as a wedding event supervisor.

In the teej festival ceremony, I worked as an organiser.

In a promotional event for Flyingmachine, I worked as a event coordinator.

I was a part of a BMW promotion event as an anchor.

In Loreal's promotional event, I served as an organiser.

In SOS children's event , I worked as an anchor.

I was a part of a Baby Shower Event as an anchor.

In a Yamaha promotional event, I served as an anchor.

In a pro kabbadi advertising event, I worked as an anchor.

I worked as an anchor at the Akatva Arts Festival's opening ceremony.

I shot a news bulletin for the Sanatan Dharm channel, as well as for youtube channels.



## Education

Guru Gobind indraprastha Singh University (IP University)

2016-2019

BAJMC

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## YMCA

2020-2022

Masters in Public relations, media and Event management

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## Skills

Good communication, Honesty & punctuality, Hard working, Problem solving, Decision making, Team building, Handling the clients, Editing.



## Technical Qualification

Basic knowledge in computer application.

Photoshop

CorelDraw

Canva