

Arsh Bafna

A self-starter and quick learner. Versatile skill set with the experience in the field of marketing, finance and law (basics)

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EXPERIENCE

Siddharth Kothari & Co. (Chartered Accountant), Ahmedabad — *Admin & Auditor (Part Time)*

2/2019 - 2/2020

Worked as administrator with maintaining clientele record.

Checking the sales and purchase books of clients, follow up with physical verification of stock.

EProcurement Technologies Limited, Ahmedabad

10/2020 - 12/2020

Sale Executive.

Funtasy 11, Ahmedabad — *Promoter (Event Intern)*

January 2019

Demonstrated and provided information relating to mobile game application.

Distributed coupon codes to increase the number of mobile game application users.

Identified the target audience and gave them proper guidance.

Premier Badminton League, Ahmedabad — *Stadium Manager (Event Intern)*

January 2019

Worked as Stadium Manager with the rest of team members to maintain the decorum of the Championship.

Guiding the subordinates and checking on their work

SKILLS

Microsoft Word

Microsoft Presentation

Keynote

Pages

Communication

LANGUAGES

English, Gujarati, Hindi

French (Elementary)

EDUCATION

LJ School Of Law, Ahmedabad — *Bachelors of Legislative Law*

2020 -2023

Pursuing Bachelors of Legislative Law.

GLS University (Faculty Of Management), Ahmedabad — *Bachelors in Business Administration*

2017- 2020

Graduated in Bachelors of Business Administration, First Class with Distinction.

PROJECTS

Bio-Degradable Bags — *Detailed Research*

A survey conducted to know about the awareness level of Biodegradable Bags in Ahmedabad City as well as to study about the substitutes and reason behind using the substitutes of Biodegradable Bags.

We Can — *Social Work*

A project co-lead a group of 42 members to manage a food and clothes distribution drive. I was responsible for managing the drive, budgeting, as well as managing the event.

Print Media Industry — *Divya Bhaskar Corporation*

A research conducted on the print media industry with special emphasis on Divya Bhaskar Corporation. Specifically it was observed that Divya Bhaskar Newspaper leads the newspaper market.

Arvind Mills — *Production Line*

A visit to Arvind Mills to get detailed information about the manufacturing Process as well as production process. From where the raw material comes and how it is processed and the final product is made