



Amit Dubey

Passionate and enthusiastic about learning and implementing new things, continuously seeking opportunities to apply skills, learn and contribute towards technologies and work culture that impact the organization & society as well as broadens my scope of learning.



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RZ 1250, Gali No. 5/1, Main
Sagarpur, New Delhi - 110046,
India

SKILLS

MS EXCEL



MS WORD



Presentation



MS PowerPoint



Excel Macro



LANGUAGES

English



Hindi



INTERESTS

Basketball

Running

Reading

Travelling

EDUCATION

Master Of ARTS (PUBLIC ADMINISTRATION)

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

06/2019 - 06/2021

Bachelor Of ARTS(B.A PROG)

University Of Delhi (Aryabhata College)

06/2015 - 06/2018

All India Senior School Certificate Examination

Army Public School, Delhi Cantt - 10

04/2014 - 05/2015

66.00%

All India Secondary School Examination

Army Public School, Delhi Cantt - 10

04/2012 - 05/2013

78.25%

WORK EXPERIENCE

Team Coordinator

Aryabhata College

09/2016 - 10/2016

Achievements/Tasks

- Coordinated a team of 20+ people in a college fest event.
- Prepared a excel report of all events happening and people participating in each event.
- Managed a crew group that was responsible for coordinating each event at right time and taking care of all work arounds.

CERTIFICATES

Digital Marketing (06/2022 - 08/2022)

SEO (On Page & Off Page), keyword research , social media marketing

ACHIEVEMENTS

Received appreciation certificate from college dean for managing the event successfully.

Runner up in Delhi-NCR Zonal Basketball tournament.