**VAIBHAV NAGPAL**

* +91-9357526000• Vaibhavnagpal71527@gmail.com • [https://www.linkedin.com/in/vaibhav-nagpal-534b5717b/](%20https%3A/www.linkedin.com/in/vaibhav-nagpal-534b5717b/)

# CAREER OBJECTIVE

         Seeking a challenging opportunity in an organization to excel and grow along with the organization by utilizing my knowledge and acquired skills towards fulfillment of organizational vision.

# PROFILE SUMMARY

College graduate with a degree in Bachelor of Commerce seeking entry-level position as a **SEO Executive** where I can utilize my skills and gain expertise in the field of digital marketing.

# Skills

* Technical skills – SEO, Content writing,PPT, Infographic, WordPress,Tally, Accounting, MS-Excel with functions, GST basics.
* Other skills - Online marketing skills including SEM, SMO and SME.
* Tools - MS-Word, MS-Excel, MS-PowerPoint.

# EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **School/University** | **Course** | **Percentage** |
| 2014-2017 | DAV College, Malout, Affiliated to Panjab University Chandigarh | Bachelor of Commerce (BCom.) | 55.16 |
| 2013-2014 | DAV Edward Ganj Senior secondary Public School, Malout (CBSE) | 12th Standard | 54 |
| 2011-2012 | GTB Khalsa Senior Secondary School, Malout. (PSEB) | 10th Standard | 72.23 |

# EXPERIENCE/TRAININGS

**CBitts, Chandigarh April 2020**

**Role: Trainee**

* Enhancing my skills to gain expertise in online marketing field and learn the skills required to become SME, SEM, SMO.
* Good knowledge of digital marketing specially-On page SEO ,Off page SEO.

**S.P Singla Construction, Chandigarh September 2019– March 2020**

**Role:Junior Accountant**

* The organization is responsible for managing accounts of construction business.
* Contributed in managing company accounts by working on accounts spreadsheets and evaluating the data required from these sheets.

**Info Accrods Technologies, Chandigarh June 2018 – August 2018**

**Role:Trainee**

* Joined training program to gain practical knowledge on using Tally
* Enhanced my skills in the field of accounting.
* Joined another course during this program to understand the basics of GST.

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**AREA OF INTEREST**

Working out/exercising, listening to music, playing badminton and watching Cricket.

**PERSONAL PROFILE**

Name: Vaibhav Nagpal

Father’s Name: Yogesh Nagpal

Mother’s Name: Gitanjali

Gender:Male

Date of Birth: 8 March 1995

Marital status: Single

Language Known: Punjabi, Hindi, English

I hereby declare that all the details furnished above are true to the best of my knowledge. If given an opportunity, I'll give my best to add value to your organization.

Vaibhav Nagpal.