Nayana Rajiv



21 | Female | IMNU | Majors - Marketing | Minors - International Business

ACADEMIC ACHIEVEMENTS				
MBA	2023-2025	Institute of Management, Nirma University		
BBA	2020-2023	Institute of Management, Nirma University	77.00 %	
XII CBSE	2019-2020	Udgam School for Children	89.20 %	
X CBSE	2017-2018	Delhi Public School, Gandhinagar	80.66 %	
Completed the Student Development Programme on Financial Markets conducted by NSE Academy.				
INTERNSHIPS				
Ace Recruitment and Consultants Apr 2023 – Jun 2023				
	Determined applica	nt requirements by studying job description and job qualit	fications.	
Recruitment and	• Evaluated applicant	• Evaluated applicants by discussing job requirements and applicant qualifications with managers.		
Executive Research	 Sourcing / Screeni with candidates. 	Sourcing / Screening, Coordinating Interviews as per the requirements and negotiating salaries with candidates.		
MagSon Retail and Distribution Ltd. Oct 2022 - Oct 2022				
Retail Sales	Drove sales through	h engagement of customers by preparing merchandise.		
Associate • Maintaining financial transactions and assisting with inventory.				
Pantaloons (Aditya Birla Fashion and Retail Ltd.) May 2022 – Jun 2022				
Retail Sales and Operations Conducted survey on apparel and consumer satisfaction and studied competition and its offerings. Assisted in general sales operations, reviewing inventory, maintaining visual merchandise, etc.				
TIDE Foundation Jun 2021 - Jul 2021				
Research, Education and Marketing	• Activities such as in	ets titled EmpowerEd and Saral Kadam Program. Interview conduction, surveys, social media management, ed e undertaken during its duration.	liting educational	
POSITION OF RESPONSIBILITY				
Website, Media & Corporate Communications Committee, IMNU	 Member of Website, Media & Corporate Communications Committee, IMNU (2023-25) Responsible for maintaining the website, social media handles, relations with the media houses, and facilitating corporate communication for the institute. 			
Deja View Club - Movie Club of BBA	 Member and Club Co-ordinator of Deja View Club (Movie Club of BBA) at Nirma University. Organised and managed the event 'The Unexpected Duchess' under Genesis for Deja View Club and movie screenings. 			