Lavish Kwatra

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BUSINESS MANAGEMENT & ANALYSIS

Hard-working Third year BCA student. I have Internship experience in different fields of computers, working as a Head Supervisor in an NGO. Seeking to leverage proven skills to help me continue my computer skills.

SKILLS

Editing skills	Canva	Communication skills
Analytical Skills	Adobe Photoshop (Basic)	Proficient in the use of ChatGPT
Social Media	Adobe InDesign	Proficient in AI tools and functionalities
Microsoft Office	Programming and design skills	Website making

PROFESSIONAL EXPERIENCE

GYANAM SUVIGYANAM   JUNE 2022 - PRESENT
Head supervisor
- Manage international curriculum development and oversee NGO book production.
- Supervise different projects such as RighttoEnlightenment, Media Literacy and Educeversity, Etc.
- Inspect teachers and lecturers of Bhartiya Vidhya Bhawan for timely submission of our project.
- Contact various stakeholders to edit and print the Organization handbook and Series of Lecture booklets to be distributed in colleges and schools.

SAWAN ADHYATMIC SATSANG SOCIETY   JAN 2023 - PRESENT
Event & Operations Coordinator
- Managed and maintained financial accounts for the ashram and its administrative office
- Organize and manage weekly online Satsang meetings, ensuring smooth coordination, participant engagement, and timely communication.
- Oversee the smooth day-to-day running of the Ashram, supporting events, handling basic operations, and helping maintain a peaceful, well-organized environment.

GOVT.CO-ED. SER. SEC. SCHOOL
Guest Lecturer
- Taught Senior-grade students Web Application subject for a week.

LEND-A-HAND-INDIA   APRIL 2021 - 2022
Virtual Internship
- Virtual Internship in IT with Lend-A-Hand-India as a part of the NSQF-aligned Vocational Education course.

MINDLER DECEMBER 2021 - FEBRUARY 2022
Internship
- Internship Done in the Domain of Entrepreneurship & skill development

EDUCATION

Bachelor of Computer Application

Pursuing bachelor's in Computer application
Indira Gandhi National Open University, 2025

Senior Secondary
Commerce with IT
Govt. Co-ed Sen Sec. School, 2021

High School
Govt. Co-ed Sen Sec. School, 2019

CERTIFICATIONS

Online Course in Front End Development - HTML	Great Learning Academy, 2020
Online Course in Mastering Computer Basics & Internet Skills	GYAAN.COM, 2022

ACHIVEMENTS
- Author of the Book - Digitalization In 20s
(ISBN: 978-93-342-1378-2)
- Edited and designed the cover for the published book Spiritual Solutions for Mental Health
(ISBN: 978-93-341-6016-1)
- Edited and Designed the cover for the pubished book
(ISBN: 978-93-342-0736-1)