EDUCATION

➢ **Mohanlal Sukhadia University , Rajasthan (**2020-2022)
Bachelor of Arts (76.57%)
- Public Administration(Major)
- English(Major)
- History
- Political Science

➢ **National Institute of Open Schooling (2018)**
Higher Secondary School Certificate (HSSC)-75%
- Physics
- Chemistry
- Mathematics

➢ **Vidhya Niketan School, Rajasthan (2016)**
- Secondary School Certificate-92.17%

WORK EXPERIENCE

➢ **Radiant Cash Management**

Collection Manager/ Administrative Head
[Jan 2020- Feb 2023]

- Responsible for managing team and pick up cash from company's clients and deposit to the bank.
- Responsible for cash pick up from the bank and deliver it to the clients.
- Team lead, training and developing team members, Supervise the activity plan of Team members to ensure these are being fulfilled as per the desired levels.
- Maintain inventory levels of cash.

➢ **Shri Balaji Creation**

Wordpress (content management system) Developer
[Jan 2019- Jan 2020]

- Working with Engineering managers to understand requirements from them and implement solutions.
- Active member in managing all content-related activities for projects.
- Lead and coach team members towards project excellence.
- Providing technical leadership.
- Monitored website performance and handled troubleshooting and WordPress issues.

JITESH VAISHNAV

CONTACT

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Visa Status: Tourist Visa

Address: Bur Dubai

KEY SKILLS

- **Strong work ethic**
- **Communication**
- **Organization**
- **Electronic presentation**

➢ **Freelance**

[Research Analyst and Content Writing](#)

- Produce well-researched content for publication(Project Based)
- Organize writing schedules to complete drafts of content or finished projects within deadlines.
- Communicate and cooperate with a writing team, including a content manager, editors, and web publishers.
- Use search engine optimization (SEO) strategies in writing to maximize the online visibility
- Digital Marketing

ADDITIONAL

- Chess Player (non rated)
- Good knowledge of IT and Mathematics
- Cyber Security Researcher(Content)
- Teaching and Training

LANGUAGES

English and Hindi