

Riya Chandak

✉ chandakriya096@gmail.com ☎ +91 97844 83401

Professional Summary

Marketing and business development enthusiast backed by hands-on experience in digital marketing, sales, and client acquisition. Skilled in supporting campaign execution, conducting client research, and managing internal coordination. Looking for opportunities to learn and grow my expertise while contributing to dynamic, growth-oriented teams.

Experience

- Optimed Corporation**, Marketing Intern June 2024 – Aug 2024
- Conducted research on market trends, customer preferences, and competitor activities
 - Executed 360° marketing strategies for four brands, including influencer marketing, digital campaigns, and outdoor promotions
- Starrox Industries**, Business Development Intern Mar 2024 – Apr 2024
- Prepared reports on business development activities and outcomes
 - Performed basic financial analysis to support forecasts and budgeting
 - Updated and maintained client and prospect databases
- Teqball Mumbai**, Social Media Intern Mumbai
Dec 2023 – Feb 2024
- Managed social media accounts and audience engagement
 - Designed marketing materials and content

Education

- BCom Jai Hind College, University of Mumbai**, Commerce Mumbai, India
June 2022 – Apr 2025
- CGPA: 8.0
 - NSS Volunteer
 - Head, Logistics Department – Zodiac
 - Subhead, Sponsorship Department – Arthanomics
- 12th Delhi Public School, CBSE**
- CGPA: 9.3

Courses

- CFA Institute**, CFA Level 1 Apr 2025 – Present

Skills

- Marketing:** Digital Marketing, SEO, Social Media Marketing
- Software:** MS Office, Canva, Power BI, Cold Outreach
- Soft Skills:** Communication & presentation, Client Negotiation