

BHAVYA PATHAK

Sarnath, Varanasi, U.P.

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Education

- Currently pursuing **Master of Business Administration** at Invertis University (2024 – 2026).
- Completed **B. Com** in Graduation at Mahatma Gandhi Kashi Vidyapith University, Varanasi in 2024.
- Completed **Class 12th (CBSE)** in 2021.
- Completed **Class 10th (CBSE)** in 2019.

Technical Qualifications

- **O Level Certification** – NIELIT (Fundamentals of IT, Programming, Web Design, DBMS)
- **Advanced Diploma in Computer Applications (ADCA)** – MS Office, Tally, Graphic Design, Basic Programming
- **Financial & Business Tools** – Excel (Advanced), Tally, SAP

Experience / Internship

Computer Centre, Banaras Hindu University (BHU)

JUNE 2025 – AUGUST 2025

Website Developer Intern

Varanasi, India

- Assisted in **designing, developing, and maintaining** university web pages using **HTML, CSS, JavaScript, and Tailwind CSS**.
- **Worked on improving UI/UX** by implementing responsive and accessible designs.
- **Collaborated with the IT team to update admission portal features, including navigation menus, tabbed views, and dynamic content integration.**
- **Gained hands-on experience in debugging, testing, and deploying website updates.**
- **Integrated search, filter, and sorting functionalities** to enhance user experience for admission-related data.
- **Prepared documentation and user manual** for the portal to support administrators and students.

G.R.S Model School

Jan 2020 – Dec 2023

Manager

Varanasi, India

- Managed **school operations**, ensuring smooth administration.
- Supervised staff, **coordinated academic planning**, and oversaw students records.
- Directed **financial management** including **budgeting and expense tracking**.
- Implemented **School policies** in compliance with education regulation.
- Organized events **workshops** and **extracurricular activities**.
- Enhanced **operation efficiency** through **digital tools and automation**.

Skills

- **Management & Business Skills:** Project Management, Consumer Behavior Analysis, Financial & Business Analysis, Strategic Planning & Execution.
- **Soft Skills:** Leadership & Team Management, Problem-Solving & Critical Thinking, Communication & Presentation, Time Management & Organization.
- **Technical & Analytical Skills:** Microsoft Excel (Advanced), Data Analysis & Visualization, Tally, SAP (ERP Tools), Web Development (HTML, CSS, JavaScript, Tailwind CSS).

Leadership / Achievements

- Managed **day-to-day** operations at G.R.S Model School, supervising staff and administration.
- Led IT team during BHU Website Development Internship for admission portal project.
- **Appreciation from BHU Computer Centre** for admission portal UI/UX improvements.
- Introduced digital tools for efficient school management.
- Recognized for teamwork and coordination in academic & co-curricular activities.

Certifications

- NIELIT- **O Level**
- Advanced Diploma in Computer Applications - **ADCA**
- Certificate of Appreciation – **Volunteering in Techathon**
- Certificate of Participation – **Manthan Minds in Motion, Business Case Study Challenge**
- Internship Completion Certificate - **Computer Centre, BHU**