

CHAHAT TANDON

Bcom hons. Student

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🐦 @TandonChahat



Career Objective

Enthusiastic student eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of canva and video editing. Looking for an organization where I can enhance my skills for organizational growth and personal learnings.

Additional Skills

- Project Management Skills
- Microsoft office
- Photoshop
- Canva
- Team Work
- Goal oriented
- Creativity
- Problem Solving

Work Experience

06/2022 - 09/2022
Renukiran
Welfare
Foundation

Graphic Designer and Team Lead

- To create posters, conceptualised new campaigns, designed annual and quarterly magazines and helped underprivileged children by providing quality education.
- To lead a team of 20 like minded people

06/2022 - 09/2022
Talent Serve

Social Media Manager

- To write blogs for their page and handle their social media and indulge in CSR activities of the company.

10/2021 - 04/2022
TEDxMSCW

Event Coordinator

- Organized the event and collaborated with the sponsors and arranged for the speakers.

01/2022 - 03/2022
Invictus-The
Commerce
Society

Program Coordinator

- Executed the event, prepared the schedule and collaborate with the sponsors

06/2021 - 07/2022
National Service
Scheme (NSS)

Student Coordinator

- We managed a team of 105 people where we conducted various activities for society awareness & development.

08/2021 - Present
Sangini Saheli
by PB

Volunteer

- To educate the unprivileged children at 'Than Singh ki Pathshala' and get people aware about menstrual hygiene and their basic rights.

Education

05/2021 - 09/2021	Social Media Marketing Intern Aashman Foundation	<ul style="list-style-type: none"> To manage the social media handles for the foundation and create posts for different campaigns.
2020 - Present	B.Com Hons Mata Sundri College for Women	3rd Sem - 9.79 SGPA
2020 - Present	Vocational Course: Computer Applications Mata Sundri College for Women	1st year - 91.6%
2019 - 2020	Intermediate Queen Mary's School, Northend	91.75%
2017 - 2018	High School Queen Mary's School, Northend	91%

Certificates

06/2022 - 09/2022	Letter of Recommendation Renukiran Welfare Foundation
06/2022 - 09/2022	Internship Completion Certificate Renukiran Welfare Foundation
06/2022 - 09/2022	Internship Completion Certificate Talent Serve
25/07/2022 - No expiration date	Microsoft Office Specialist Office2019: Microsoft Office Specialist: Excel Associate Certification
20/06/2021	Certificate of Publication Research Paper got published in GAP GYAN – A GLOBAL JOURNAL OF SOCIAL SCIENCES
05/2021 - 09/2021	Internship Completion Certificate Aashman Foundation
08/2021 - Present	Certificate of Appreciation Active member (Sangini Saheli)
27/02/2022	Certificate of Appreciation Speaker at Rotaract Club of Ingenious beings
14/03/2022	Certificate of Appreciation Organizing Committee of National Voter Awareness Contest'22

20/04/2022

Certificate of Appreciation
Event Coordinator (TEDxMSCW)

Languages

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency