

Keertida Yadav

CONTACT

WORK EXPERIENCE

VOLUNTEERING EXPERIENCE

RESEARCH EXPERIENCE

EDUCATION

CERTIFICATES

SKILLS

Phone: 8130107331

Email: yadavkeertida@gmail.com

Address: Shakti Khand-4, Indirapuram, Ghaziabad, Uttar Pradesh, 201014.

Executive Assistant | College Fest

- Supported the President with administrative tasks, including paperwork and correspondence.
- Coordinated event logistics, hospitality, and volunteer management for large-scale college events.
- Trained and supervised over 100 volunteers, utilizing effective verbal and non-verbal communication strategies.
- Demonstrated resourcefulness in securing sponsorship (60k), showcasing negotiation and relationship-building skills.

Peer Mentoring

- Mentored fellow students and juniors on academic topics, providing guidance and support.
- Conducted group discussions and workshops focused on critical thinking and effective communication skills.

Editor for College Magazine

- Contributed to the editorial process, assisted in coritont selection, and developedEngagement strategies and published 2 editions in the span of 2 years working with a team ot 5 people. Also published my own articles.

Head Of Cinema Club

- Managed a team of 30 volunteers and Organized more than 15 inter-departmental film screenings, workshops and discussions over the span of 3 years.

'S' for Storytelling (Nagpur's first storytelling festival for kids)

- Engaged with diverse audiences, including children and parents, demonstrating strong communication and interpersonal skills.
- Assisted with event management and audience engagement for sessions with authors, panelists, and performers

Vidharbha Literary Festival (Nagpur's First Non-Fiction Literary Fest)

- Supported outreach initiatives, event coordination, and audience engagement for a large-scale literary festival.

Psychology Research

- Conducted quantitative research in psychology on adjustment levels in engineering college students.

MSFDA Case Study IIT Bombay

- Conducted quantitative research on the enterpreneurship development of college students.

English Literature

- Conducted qualitative research on women's social struggles in English Literature

IMT GHAZIABAD | 2025-2027

PGDM in Human Resource Management

L.A.D & Smt. Ratni Devi Purohit College , Nagpur | 2022-2025

Bachelor of Arts in Psychology

MSFDA Case Study | 2024

IIT BOMBAY

Volunteering certificate | 2023

Vidharbha Literary Festival

Volunteering certificate | 2023

Vidharbha Literary Festival

Volunteering certificate | 2024

'S' for Storytelling

Peer Mentoring | 2024

L.A.D College

Soft Skills | 2024

L.A.D College

Communication: Excellent verbal and written communication, active listening, interpersonal skills.

Interpersonal Skills: Relationship building, empathy, conflict resolution, team collaboration.

Event Management: Planning, coordination, and execution of events, including logistics and volunteer management.

Training & Facilitation: Experience in training volunteers, conducting group discussions and mentoring.

Research & Analysis: Qualitative and quantitative research skills, data analysis, and presentation of findings.

Software Proficiency: Microsoft Word, PowerPoint, Excel, Canva.

Language Proficiency: English, Spanish, Hindi, Marathi

Other Skills: Adaptability, Problem-solving, Creativity, Social Media Management, Graphic Designing