

# VANDANA LAGDHIR

Student in Bachelors in Business Administration-Human Resource

## About Me

- Detail-oriented and dynamic management graduate with specialized training in Human Resource, keen to gain hands-on experience in talent acquisition, recruitment, and HR operations. Strong communication, problem-solving, and team collaboration skills with proven ability to support candidate sourcing, interaction, and onboarding activities in fast-paced environments.

## EXPERIENCE

### ➤ Core team member | Hindi Association

**Aug 2024 – Current**

- Coordinated logistics and led team for 12+ events, improving client and participant experience
- Generated sponsorships and managed guest relations for major conferences (2,500+ students)
- Took charge of customer/guest concerns from start to finish, demonstrating problem-solving in high-pressure environments.
- Oversaw official social media page, successfully increased audience growth by 10% and maintaining viewer engagement.
- Directly engaged with participants and managed event inquiries. Supported market research for skill mapping of event participants, improving talent pool identification

### ➤ Head of Logistics and Operation

**Abhijaan-Indian Knowledge System**

**Feb 2025 - Current**

- Abhijaan is a newly founded association dealing with the Indian Knowledge System.
- Interacted with cross-functional teams and participants to resolve queries and improve process efficiency.
- We conducted our first solo event during Cul-Week, attracting over 10 teams for participation. We received positive feedback from participants, enhancing the reputation of the association.

### ➤ Logistics Team Member | BMA

**Feb 2023 - Jan 2024**

- Managed backstage and main stage activities for optimal event outcomes. Effectively managing crowd dynamics.. Engaged in public relations efforts to promote event participation.
- Oversaw 23 participants administered certificate distribution and coordinated prize arrangements efficiently.
- Supervised distribution of certificates and prizes, ensuring accuracy and customer satisfaction.

## CONTACT

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## SKILLS

- MS Word and Excel
- MS PowerPoint and presentations on other platforms such as Prezi and Canva
- Microsoft AI and Co-Pilot
- Proactive problem solving Multi-priority management
- Team management
- Event management
- Quick thinking and skill mapping
- Logistics management
- Project planning & execution
- Team leadership
- Willingness to learn

## EDUCATION:

**MOUNT CARMEL COLLEGE  
AUTONOMOUS**

BBA- Regular : 8.3 SGPA

**VENKAT INTERNATIONAL PUBLIC  
SCHOOL**

12TH PsyEBA : 91%  
2020 – 2023

## CERTIFICATION:

HR Analytics : A+

TallyEssential : A+