

VANDANA LAGDHIR

Student in Bachelors in Business Administration-Human Resource

About Me

- Dynamic and detail-oriented professional pursuing a BBA in Human Resource, with strong problem-solving, communication, and organizational skills. Experienced in managing teams, coordinating events, and resolving issues efficiently. Eager to take charge of customer issues from start to finish in a fast-paced environment, leveraging technology and communication tools to provide exceptional customer support. Expertise in analysis and quantitative problem-solving drives team growth and continuous improvement.

EXPERIENCE

➤ Core team member | Hindi Association

Aug 2024 – Current

- Coordinated logistics for 12+ events and resolved participant queries, ensuring smooth execution.
- Secured sponsorship for international conference, overseeing guest activities for 2,500 students and 65 participants.
- Took charge of customer/guest concerns from start to finish, demonstrating problem-solving in high-pressure environments.
- Oversaw official social media page, successfully increasing audience by 10% and maintaining viewer engagement.
- Directly engaged with participants and managed event inquiries.

➤ 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

- Coordinated backstage and main stage interactions for optimal performance. 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



Bengaluru, INDIA , 560010

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
- Team management
- Event management
- Quick thinking
- Logistics management
- Project planning
- 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+