

Suhani Singh

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EDUCATION

BBA REGULAR [Finance]	2023-26	Mount Carmel College, Bangalore	86.22%
CBSE (Class XII)	2023	D.A.V Model School, Durgapur, WB	94.2%
ICSE (Class X)	2021	Assembly Of God Church School, Asansol, WB	92%

EXPERIENCE

Community Marketing Intern| UiPath

April 2024 – Present

- Involved in **community growth & engagement programs** of a **3 million** + strong **global Automation Community** on UiPath.
- Scaled the **Bengaluru UiPath Community** by **70%** in 5 months through consistent community programs with **budget management**.
- Delved deep into **data analytics & forum maintenance** by tracking event participation, and engagement trends to inform strategy.
- Contributed to the **planning, promotion, and execution of Developer events** across the globe, helping design campaigns that highlight the latest **UiPath Business Platform updates and resources for adoption**.
- Drafted professional marketing and community communications to drive awareness and engagement among diverse community members, across internal & external channels.
- Gained hands-on exposure in content creation & digital marketing in a fast-paced tech environment, alongside the social media team.

Human Resources Operations Intern| NxtJob.ai

November 2024 – January 2025

- Closely **administered and analyzed** client CVs to understand their forte and fulfill their demands.
- Built **meaningful networks** on behalf of the clients to help them bag their dream job.
- Worked on ideation for employee benefit programs.

Business Development Intern| Younity

September 2024 – October 2024

- Identified the needs and wants of potential customers and recognized the value of **different perspectives**.
- Gathered and analyzed data about the **target market**, and industry patterns to bring in **potential customers** for the company's services & **promote business growth**.

Head of Public Relations| Youth India Foundation, Karnataka

February 2024 – July 2024

- Designed workshops & **established networks** with renowned figures to join us for the executed events, event management.
- Facilitated **integration and coordination** between department heads of other states.
- Assigned, supervised and reviewed activities of PR interns.
- Compiled weekly reports** on all PR activities for management review.

Public Relations Intern| Youth India Foundation, Karnataka

November 2023 - January 2024

- Provided valuable support to the **implementation of social events**, by crafting invitations & focused on awareness initiatives, with **maximum guest engagement**.
- Responsible for supporting the PR team in executing various **strategies**, to build and maintain a **positive public image** for our organization.

EXTRA CURRICULAR ACTIVITIES & ACHIEVEMENTS

- Placement Cell Volunteer**, Mount Carmel College
- Content Head**: Quiz Association, Mount Carmel College.
- Logistics Team**: Literary Society & Film Club, Mount Carmel College.
- Student Council Marketing Team 2024**.
- Zerodha Varsity Finance Quiz (Bangalore North Zone)**: Secured the position of Top Six Qualifiers.
- Certificate of Merit- **TEPL TallyEssential (with GST)** Level 1; secured **Grade A**.
- DAV Model School**- Secured **2nd Position** in Commerce Stream (XII) | Awarded by **Dainik Jagran**
- Received Certificate of Appreciation for serving as the **Discipline Head**.
- Received Certificate of Achievement for securing **1st & Runners-up Position** in **Swimming** Club Competitions consecutively, thrice.

SKILLS

- Accounting Skills & Financial Report Analysis.
- Excel using AI (Data Analysis)
- Microsoft Office, Bevy & Canva
- Project Management
- Attention to details
- Flexible & eager to learn
- Interpersonal Skills, Creativity, Teamwork
- Dedicated, Responsible & Strategic
- Adaptable, Consistent & Reliable
- Collaborative & Proactive