

DEVANSHI ADHIA

CONTACT



Ahemdabad, India 380015



+91-9408679915



devanshiadhia1@gmail.com

CORE QUALIFICATIONS

- Scheduling meetings
- External communication management
- Microsoft Excel
- Calendar management
- Canva
- Social media management
- CV proofreading
- Candidate interviewing
- Candidate shortlisting
- Field research
- Critical thinking
- Deadline management

CERTIFICATIONS

- Rajkot Voluntary Blood Bank (Life), Rajkot, India
- Bhatt Laboratory, Rajkot, India (March, 2016)
- Sterling Hospital, Rajkot, India (May, 2015 – June, 2015)
- Sterling Hospital, Rajkot, India (May, 2019 – June, 2019)
- FRIGE's Institute of Human Genetics, Ahmedabad, India (January, 2021 – April, 2021)

LANGUAGES

Gujarati: First Language

English: C1

Advanced

Hindi: C1

Advanced

EXPERIENCE

July 2023 - October 2023

Research and Business Associate IIMA, Ahmedabad, India

- Networking for business expansion.
- Coordinating with the internal team for execution of project.
- Handling social media.
- Preparing content for the presentations, website & social media.
- Conducting market research.
- Business Associate at Skillsedge & Eduwrite.

January 2023 - July 2023

HR and Social Media Handling Vogue Tourism LLP, Ahmedabad, India

- Helped teams reach ambitious sales objectives with multi-channel marketing campaigns.
- Created engaging job descriptions for posting onto target job sites, including Indeed, LinkedIn and Google Jobs.
- Managed candidate hiring processes, from shortlisting candidates to hiring and onboarding.
- Sourced candidates through social media platforms, validating suitability for available positions.

July 2022 - June 2023

Biology Faculty Keystone Universe of Education, Ahmedabad, India

- Undertook evaluations to measure performance and progress of students, offering direction and coaching to improve outcomes.
- Provided materials and resources for students to prepare and equip for Science fairs, competitions and expos.
- Coordinated workload of teaching assistants to assign tasks and support for specific children.
- Worked with Science department Head to develop and modify curriculum for Biology programme to customise lesson plans for students.

June 2017 - May 2018

Medical Lab Technician Bhatt Pathology Laboratory, Rajkot, India, India

- Trained and mentored junior technicians to ensure optimum team efficiency.
- Analyzed laboratory findings to check accuracy of results and provide reports to healthcare practitioners.

EDUCATION

June 2020

Masters Neuropsychology

Gujarat Forensic Sciences University, Gandhinagar, GJ, India

April 2017

Bachelors Medical Laboratory and Molecular Diagnostics Technology

Shree M & N Virani Science College, Rajkot, India