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Bachelor’s in Business Administration (G) Maharaja Surajmal Institute, Janakpuri

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| **EDUCATIONAL QUALIFICATIONS AND ACHIEVEMENTS** | | | | |
| **Course** | | **Year** | **College/ Institution** | **Performance** |
| BBA Gen | | 2020-2023 | Maharaja Surajmal Institute, Janakpuri | 9.26 CGPA |
| CBSE (Class XII) | | 2019-2020 | Modern Public School | 92.25% |
| **Work Experience** | | | | |
| **Project Coordinator Trainee | Melonleaf Consulting (April’24 – Oct’24) 6 months** | | | | |
| * Developed and streamlined detailed project plans, ensuring seamless alignment of tasks, timelines, and deliverables to meet project milestones efficiently. * Led cross-functional teams, fostering seamless communication and collaboration, aligning efforts to ensure the timely achievement of project objectives * Managed project documentation, progress reports, meeting notes, and deliverables to ensure transparency, organization, and seamless project execution. * Monitored budgets, tracked expenses, and ensured financial performance to ensure accountability to budgetary constraints throughout project lifecycle. * Allocated resources by identifying team needs, ensuring team had access to the necessary tools, support, and guidance to perform their tasks effectively. | | | | |
| **Project Management Operation Apprentice | Natwest Group (May’23–Nov’23) 6 Months** | | | | |
| * Role includes **Resource Management, Risk & Issue Management, Delivery and Milestone Management, Budgeting, forecasting, variance analysis**. * Implemented **agile methodologies** to drive project success, including **sprint planning**, **backlog grooming**, and **daily stand-ups** * Assisted BA Team by organizing over 15 project meetings and workshops, resulting in a reduced Time Lag between cross functional teams. * **Demonstrated proficiency in utilizing project management tools** such as Jira, SharePoint, etc. to streamline project workflows and team collaboration. | | | | |
| **Strategic Alliances and Partnerships Intern | MobiKwik (Aug’22–Mar’23) 8 Months** | | | | |
| * Forged successful Merchant alliances with **50+ brands** including, **Playerzpot Media, MuscleBlaze, Yogabar, Safari Industries, Oneplus, Mokobara** and More. * **Conducted thorough research on transaction activity** of **key accounts along with their profile, product and service offering best partnership fit**. * Actively contributed **to organizing banters** for partnered **brands on special occasions, leveraging platforms like Twitter, LinkedIn, and Instagram.** * Received Accolades for **Senior Managers – Mobikwik Wallet and Mobikwik ZIP** Business Development Team and **Attained LOA** for the Performance. | | | | |
| **POSITION OF RESPONSIBILITY** | | | | |
| **Co-Head Research & Analytics Department, Melius** | **Maharaja Surajmal Institute (Sep’22 – July’23)** | | | | |
| * **Melius (M– CAC)** is a network of like-minded and enthusiastic learners focused on **Management, Consulting, Leadership** and **Openness to the world**. Our Research and Analytics Department aims to provide a support structure that yield a well-rounded knowledge base in the field from an industrial perspective. * Steering a team of **70+ likeminded students** and representing as a go between **Faculty Members** and **contributors** from societies at different Institutions. * Served as a part of **organizing** and marketing team in **Ideating**, **organizing** and **promoting** a case study Competition “**Case Clash**” with a participation of **500+** * Actively participated for various task and emerged as a **keynote speaker** during various events and annual fest and events hosted by another societies | | | | |
| **Deputy Head Of Graphic Design Department, Advertere | Maharaja Surajmal Institute (Jan’22 –June’22)** | | | | |
| * **Advertere** is an initiative to bring together students with an aptitude for marketing and a creative inclination. Our Design department in **Ideation**, **Market Research** and **Visual Content Creation** with emphasis “**Imagine, Innovate and Implement**” and aims to work like a startup and yield results as a cooperation. * Coordinated with content writers and editors to ensure smooth and timely posting of finalized content on social media platform – Instagram. * Designed and developed a variety of logos visual assets both **Advertere**, **The Marketing Society** and **NSS | MSI** and contributed **15+ unique contributions.** * Actively contributed to the events departments in **conceptualizing**, **directing and marketing** a recent event “**Market Games 2023**” optimizing **DM** Vertical. | | | | |
| **PROJECTS** | | | | |
| **PROJECT SHIKSHA- Melius - The Consulting and Analytics Club** | | | | |
| * Assisted a rural school in Odisha, tackling cash flow, profit, and admissions challenges. Developed and implemented innovative solutions to bolster financial stability. Advised leveraging schemes to attract more students and boost admissions. Contributed to enhancing the school's financial stability, with a 25% reduction in operating costs and improved community engagement. * **Portfolio link:- https://drive.google.com/drive/folders/1\_0ubSTjkuhhJVK0tYQ19cgAN\_xnU2DKl?usp=sharing** | | | | |
| **Professional Development and Contributions** | | | | |
| **Achievements** | * Secured **1st Position** in a recent event **'Invictus '** organized by **Hult Prize Foundation** out of 100+ teams across GGSIP University. * National Winners **(Rank 3)** INSIGHT – The case study competition organized by **Motilal Nehru College** among **295+** Registration. * **First runner up** position **’Concord 2.0’ The Case Study Competition** organized by **Ramanujan College, Delhi University** among **350 Teams** * **Second runner up** position **‘Case Folio’** Administered by the **Maharaja Surajmal Institute of Technology** among **300+ Teams**. * **National Finalist (Rank 3) INSIGHT – The case study competition** organized by **LSR** and **Samagra** among **450+ applicants**. | | | |
| **Certifications** | * Completed **The Project Management Course:** Beginner to Project Manager by 365 Learning offered via Udemy. (2024) * Completed **Business Analysis and Process Management** course offered by Coursera Project Network (2023) * Completed **Relationship Management and Business Development** Curated by **STARWEAVER** and offered by Coursera. (2023) * Completed **NatWest + DataCamp: Python Fundamentals for Data Science** Certification - 7 Courses (2023) * Completed **Excel Skills for Business: Essentials** authorized by **Macquarie University** and offered through Coursera. (2022) | | | |
| **Skills** | **Technical Skills**:  **Platforms**: **Microsoft Office**: Microsoft Excel, Word, & Powerpoint, **Google Suite**: Google Sheets, Doc and Slides  **Project Management Tools:** JIRA, Clickup, Sharepoint  **Non- Technical Skills**: .  **Business Acumen**: **Market Research, Lead Generation**, Proposal Scripting and **Email Marketing**, Strategy Implementation.  **Soft Skills**: **Active Communication Skills**, **Negotiation Skills**, Self-Starter, Multi – Tasking, Collaboration, Ethical Background.  **Team Ethics**: **Accountability**, Cross-Functional Collaboration, Conflict Management, **Result-Driven, Continuous Improvement** | | | |