

Aryan Mehta - Founder's Intern

Email: aryanmehta.intern@example.com

Phone: +91-9876543210

LinkedIn: linkedin.com/in/aryanmehta

Location: Mumbai, India

Professional Summary

Resourceful and fast-learning undergraduate with a passion for startups, innovation, and entrepreneurship. Proven ability to support high-level executives with research, scheduling, and coordination. Skilled in communication, data analysis, and project execution. Eager to contribute to dynamic early-stage ventures as a Founder's Intern.

Experience

Operations & Research Intern

Startify Ventures (Startup Incubator), Mumbai

Jan 2024 - Apr 2024

- Conducted market research and competitor analysis for 5+ startup clients across fintech and edtech sectors.
- Created pitch decks and investor summary notes in collaboration with startup founders.
- Managed CRM entries and outreach for investor pipeline and incubator onboarding.
- Assisted in planning demo day logistics, handling communications with over 30 stakeholders.

Freelance Virtual Assistant (Part-time)

Remote

Aug 2023 - Dec 2023

- Supported a solo SaaS founder with daily task tracking, inbox management, and calendar

Aryan Mehta - Founder's Intern

coordination.

- Created and maintained Notion dashboards for business planning and growth tracking.
- Helped prepare content outlines and email campaigns for early product launches.

Education

Bachelor of Management Studies (BMS)

Narsee Monjee College of Commerce & Economics, Mumbai

2021 - 2024

CGPA: 8.6/10

Skills

- Startup Operations
- Market & Competitor Research
- Pitch Decks & Presentations
- Notion & Trello
- Google Workspace & Excel
- Email & Calendar Management