

Shruti Gupta

Delhi, Delhi

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Delhi University graduate with degree in Office Management and Secretarial Practice. My studies has given me a detailed insight of how major responsibilities of positions and various departments coordinately works to accomplish the ultimate goals. As a fresher with less than 1 year experience I am seeking a full time position in a reputable organisation in which the personal abilities I take over can assist the implementation of innovative ideas, creativity, and skills for this developed association. To add creativity and resourceful working to achieve the corporation success, as well as the success for myself as a valuable representative

Work Experience

Business Development

Homeflic Wegrow - Remote

August 2023 to October 2023

Responsible for planning and executing plans to ensure the desired sales target.

Project Coordinator

Nurture Life NGO - Remote

March 2020 to February 2021

- Lead the team of coordinators and take the ownership of international projects.
- Responsible for resolving queries, drafting and sending email, scheduling meetings.
- Conducted 6 international seminars in remote mode.
- Handled more than 30 workshops.
- Responsible for preparing documentation, database.
- Responsible for verbal and documented communication to invite the speakers.

Education

Bachelor's degree in Office Management and Secretarial Practise

University of Delhi - India

November 2020 to May 2023

Skills / IT Skills

- Leadership
- Management
- English
- Hindi

Languages

- English - Fluent

Certifications and Licenses

Fundamentals of digital marketing

April 2024 to Present

NGO, Non-Profit / Student Organizations

Nuture Life

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