

# SANIYA BANSAL

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## EDUCATION

<b>PGDAV (Eve), University of Delhi</b> <i>B.Com (Bachelor of Commerce) Prog. - CGPA: 8.09</i>	South Campus, Delhi <i>Pursuing</i>
<b>Lord Mahavira Academy, C.B.S.E</b> <i>Senior Secondary (10 + 2), Commerce with Maths - Percentage: 89%</i>	Saharanpur, Uttar Pradesh <i>2022 - 2023</i>
<b>Lord Mahavira Academy, C.B.S.E</b> <i>High School (10th), Science, Maths, English, Hindi, Social Studies - Percentage - 90%</i>	Saharanpur, Uttar Pradesh <i>2020 - 2021</i>

## COURSEWORK / SKILLS

- |                       |                      |                       |                         |
|-----------------------|----------------------|-----------------------|-------------------------|
| • Communication       | • Talent Acquisition | • Time Management     | • Data Analysis (Excel) |
| • Project Management  | • HR Documentation   | • Public Speaking     | • Team Collaboration    |
| • Employee Onboarding | • Problem Solving    | • Content Development | • Organizational Skills |

## WORK EXPERIENCE

<b>Assistant Internship Manager, Querencia</b> <ul style="list-style-type: none"><li>Managed intern recruitment, onboarding, and training through workshops.</li><li>Monitored performance, provided feedback, and ensured smooth program operations.</li></ul>	<i>(Currently Pursuing)</i>
<b>Content Writer, Tarunaa (Youth Parliament)</b> <ul style="list-style-type: none"><li>Researched and wrote articles on social, political, and youth-related issues.</li><li>Drafted speeches, press releases, and newsletters while ensuring content accuracy.</li></ul>	<i>(Currently Pursuing)</i>
<b>Human Resource Intern, Career Mantra</b> <ul style="list-style-type: none"><li>Assisted in recruitment, onboarding, and HR administration.</li><li>Supported employee engagement and process improvements.</li></ul>	<i>September – December</i>

## EXTRACURRICULAR ACTIVITIES

<b>Editorial Head, Abhivyakti (Youth Parliament Society)</b> <ul style="list-style-type: none"><li>Led editorial initiatives, managing content development and communication.</li><li>Enhanced engagement in youth parliament discussions through effective content strategy.</li></ul>
<b>Student Volunteer, Anubhuti (The Expression Society of PGDAV)</b> <ul style="list-style-type: none"><li>Organized events and workshops to foster creativity and teamwork among students.</li><li>Supported initiatives that encouraged collaboration and student engagement.</li></ul>
<b>Member, Women Development Cell</b> <ul style="list-style-type: none"><li>Contributed to initiatives promoting gender equality through workshops and awareness campaigns.</li><li>Supported community outreach programs focused on empowering women.</li></ul>
<b>Event Organizer, Red Ribbon Club (PGDAV)</b> <ul style="list-style-type: none"><li>Coordinated health awareness events and workshops focused on HIV/AIDS prevention.</li><li>Led outreach programs to educate and engage the student community on health issues.</li></ul>

## ACHIEVEMENTS

- Achieved a SGPA of 8.09 in the last semester**, demonstrating consistent academic excellence and commitment to my studies.
- Successfully cleared the CMA Foundation exam in my first attempt in June 2024**, showcasing strong analytical and financial skills.
- Approved as Editorial Head of Abhivyakti (Youth Parliament Society)**, reflecting my leadership abilities and dedication to fostering meaningful discussions among peers.
- Led and organized over 10 debating events at Abhivyakti (Youth Parliament Society)**, enhancing my event management skills and promoting a culture of critical thinking and public speaking.