

# KHUSHBOO POKHRIYAL

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## WORK EXPERIENCE

### Growth Marketer

Sep 2023 - Present

GRORAPID LABS, Gurgaon

In my role as team leader, I was in charge of content and marketing. Content drafts, SEO optimisation, and content marketing were my responsibilities. I also worked on inbound and outbound marketing. Over \$9506 in revenue was generated by the leads I brought.

### Program Manager

Apr 2023 - Sep 2023

Rancho Labs - IIT Delhi, Delhi

Experienced professional adept in project management, quality assurance, problem-solving, team coordination, and customer feedback. Expertise in timelines, budgets, communication, program management, and driving business growth.

### Coordination Operations Intern

Dec 2021 - Feb 2022

GUVI Geek Networks, IITM Research Park, Virtual

Coordinated with the enrolled students and helped them in resolving their concerns. Conducted HR screening for the enrolled as well as interested students. Provided feedback to the students.

### Event Management Intern

Oct 2021 - Nov 2021

Udayy, Virtual

Moderated live events and built engagement in webinars through chats, etc. Screened candidate entries for competitions and challenges. Engaged on customer calls to gain customer feedback. Allocated work to the designated person and followed up.

## LANGUAGE TEACHER

Jul 2021 - Oct 2021

Superprof, Virtual

Designed and planned daily unit lessons for each class and administered tests and evaluations, improved students' classroom performance with one-on-one tutoring.

### Curriculum Video Creator(teacher)

Jun 2021 - Jul 2021

EQourse, Virtual

Worked and created videos in a professional, private teaching environment for educating students living in rural areas and trained with certified instructors and staff.

### Subject Matter Expert (SME)

Jun 2021 - Aug 2021

FreeCo Educational Private Limited, Virtual

Answered questions, facilitated solutions, and reviewed them as well.

### Fundraising • Internship

Feb 2019 - Mar 2019

Muskurahat Foundation, Virtual

Fundraising for the education of children living in poor conditions.

### Education Counselor • Internship

Feb 2019 - Nov 2019

Careers 360, Virtual

Answering career related queries of students

### Teaching • Internship

Nov 2018 - Jul 2019

NGO, Delhi

I'm teaching some students at NGO of class 5th. I'm teaching them science and English.

## EDUCATION

### Bachelor of Science (B.Sc), Clinical Psychology

2019 - 2022

Amity University, Haryana

### Senior Secondary (XII), (CBSE Board)

2018

Kalka Public School

Percentage: 80.00%

### Secondary (X), (CBSE Board)

2016

Andhra Educational Society

Percentage: 88.00%

## TRAININGS / CERTIFICATIONS

### Rorschach Inkblot Test

Jul 2021

Fortis, Virtual

learned how to conduct the Rorschach inkblot test

### Positive Psychology

Jul 2021

Fortis, Virtual

Applying positive psychology to daily life.

### Global Mental Health Fest'20

Oct 2020

World Federation For Mental Health, Virtual

Positive Psychology Workshop

### Criminal Psychology

Mar 2020 - May 2020

Psych Vigyan, Virtual

It was a brief internship about criminal psychology and behaviour.

### Understanding Memory

Apr 2019 - May 2019

Wesleyan University , Virtual

Understanding Memory: Explaining the Psychology of Memory through Movies

### School Psychology

Jul 2021

Fortis, Virtual

introduction to School Psychology

### Forensic Psychology

Jun 2021 - Jul 2021

Cognizavest, Virtual

learned basic and new concepts of forensic psychology

### Mental Health Access Summit

Oct 2020

Mental Health Foundation India, Virtual

Mental Health Workshop

### Mental Health Fiesta

Oct 2019

Mental Health Foundation India, Delhi

Mental Health Workshop

## SKILLS

- English Proficiency (Written)
- MS-Office
- MS-Word
- Teaching
- English Proficiency (Spoken)
- MS-Excel
- Social Media Marketing

## EXTRA CURRICULAR ACTIVITIES

- Conducted classes for the underprivileged kids living in slums for the betterment of their education.