

ANSHIKA CHAURASIA

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EDUCATION

Shiv Nadar Institution of Eminence, Delhi NCR

B.A. Research in International Relations — CGPA –7.4 /10

2021 - 2025

VidyaGyan School, Sitapur

XII – 93.6%

2021

(Political Science, History, English, Economics, Geography)

X – 93%

2019

WORK EXPERIENCE

Student coordinator| Career Development Center |SNIoE

Feb 2024- Present

- Managed the logistical planning and execution of career workshops and alumni sessions, ensuring timely delivery and smooth operations, which parallels managing multiple projects with tight deadlines.
- Analysis of alumni data and connect with them to organise alumni session for experience and knowledge sharing and optimize the effectiveness of career development programs.
- Compiled a report analyzing 400 final-year students' career plans, including higher studies, job searches etc.

HR intern | OCCAY EduServices | New Delhi

Apr 2024 - July 2024

- Posted job openings on Indeed, reviewed over 200 applications, and shortlisted 50 top candidates.
- Conducted interviews to select the best talent for the company.
- Designed promotional posters for social media to boost company visibility.

Student Coordinator | Admission Office | SNIoE

May 2023 - Aug 2023

- Managed over 500 student queries related to the admission process via email, phone, and in-person, providing detailed information about courses and campus facilities.
- Guided students and parents through the admission process to help secure placements in desired courses.
- Ensured a smooth and informative experience for prospective students and their families throughout the admissions cycle.

Content Writer| Outlook Traveler Magazine

Feb 2023 - Apr 2023

- Developed 5 to 7 articles daily on lesser-known tourist destinations across India.
- Conducted fact-checking for up to 35 articles weekly to ensure accuracy and reliability.
- Maintained high standards of content quality and engagement.

Sale and Marketing Operations | TechAnalogy (My Equation)

June 2022-Aug 2022

- Researched and compiled contact information for 150 university e-cell heads to build a comprehensive outreach database.
- Conducted telemarketing calls to 50 e-cell heads.
- Secured workshop enrollments from 15 universities, achieving a 30% conversion rate.

SKILLS

- Technical: MS-Word| Canva| MS-PowerPoint | MS-Excel| Google Workspace
- Soft Skills: Analytical Thinking | Quick learner | Multitasking | working with team

CERTIFICATIONS & ACHIEVEMENT

- 100% scholarship for Schooling and Undergraduate Studies. (Under merit-based scholarships by Shiv Nadar Foundation)
- Got 7th rank in 2019-20KWS investment competition.
- Public speaking and persuasive- Coursera
- Speaking to inform: Discussing complex ideas with clear explanations and dynamic slides - Coursera
- Create a Promotional Video using Canva-Coursera

CO-CURRICULAR

- Team leads as a row captain in Convocation- 2022,2023,2024
- Assisted for living lightly exhibition organized by international department
- Team leads as a transportation captain - Alumni Reunion 2023 — Shiv Nadar IoE
- Assisted for HCL Healthcare Award ceremony- 2022
- Work as family head for young thinker forum for summer school-2023
- I have worked as a tutor teacher at home for 1 year.
- Volunteer in spreading awareness about educational scholarship for poor people.