



[LinkedIn](#)

Contact

+91 7738 270 696
poojashenvi11@gmail.com
E4, D Block, 4th floor
Airview Apartments,
MG Road, Manapakkam
Chennai - 600125

Education

2013
Masters in Tourism Administration
5 Year integrated PG course
Karnatak University, Dharwad

Personal Details

Date of birth: 11 July 1990
Marital Status: Married
Mom to a 6-year-old

Core values

- Empathy
- Creativity
- Collaboration
- Accountability
- Flexibility

Skills

- Communications
- Interpersonal skills
- Time Management
- Leadership
- Critical thinking
- Problem solving
- Creativity

Languages

- Konkani
- Kannada
- English
- Marathi
- Hindi
- Tamil

Pooja Shenvi

Outreach Coordinator

Experienced Outreach Manager with a passion to connect with people and create a positive impact with 5 years of cumulative experience in outreach, travel operations, sales & management

Experience

- **June 2022 - Present (1 yr 2 m)**
International Centre for Clean Water - IIT Madras Initiative
A Non Profit Organization
Outreach Coordinator
 - Organize and moderate events, training programs, and capacity building
 - Orchestrate VIP visits with end-to-end planning and execution of agenda
 - Develop content and strategically post on website and social media
 - Conduct CSR fundraising activities and liaise for sustainability exercises in corporates by helping conduct water audits
 - Organize signature campaigns as a part of awareness programs
 - Assist CEO with project management of Akamai Accelerator Program Cohort 3 startups to develop milestone reports and performance matrix
 - Develop sustainability matrix for startups (Akamai India CSR flagship initiative to provide financial & mentoring support to early-stage innovators in the water space, in collaboration with International Centre of Clean Water)
 - Execute call for Akamai Accelerator Program Cohort 4 startup applications
 - Moderated the screening and selection process and organized startup boot camp to onboard the grantees of Cohort 4
- **April 2020 - May 2022:**
Layoff due to COVID
Started Freelancing as Educational Consultant for Learning time
- **June 2019 - April 2020 (10m)**
TrotEasy
Operations Manager
 - Create luxury travel itineraries, identify unique experiences & personalized activities
 - Coordinate with suppliers such as airlines, hotels, and ground transportation providers
 - Negotiate rates, secure bookings, and coordinate schedules
 - Manage logistics - coordinate with local tour guides, arrange transportation, and confirm bookings and payments
 - Provide exceptional customer service
 - Monitor budgets and expenses to optimize resources and improve profitability
 - Stay up-to-date by attending conferences and networking events, to develop new strategies to improve travel operations.
- **Jan 2016 - May 2019 (3yrs 5m)**
Career Break to focus on Marriage & Childbirth
- **Feb 2014 - Dec 2015 (1yr 11m)**
Purple Squirrel Eduventures
SINE incubated IIT Bombay Ed-Tech startup
Associate - Feb '14 - Nov '14 / Senior Associate - Dec '14 - Dec '15
 - Managing Industrial Visits from planning to execution
 - Vendor development, vendor management, negotiations & rate contracting
- **Sept 2012 - Jan 2014 (1yr 5m)**
 - Mayur Aaditya Resort – Special Events Organizer & Tour Manager

References

1. Shankar Ram Sivakumar, Founder, TrotEasy - +91 917 605 5696
2. Aditya Gandhi, Founder, Purple Squirrel Eduventures - +91 888 888 2919