




PALAK SRIVASTAVA

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Education

I Female 20yrs

Name of the course	Year	Institution	Marks
B.Com Honours	2024	Daulat ram college	7.53 CGPA
AISSCE (CLASS XII)	2021	D.A.V. Sr. Sec. Public School, Anpara	96.8%
AISSE (CLASS X)	2019	D.A.V. Sr. Sec. Public School, Anpara	93.2%

Internships

HR Intern, Renukiran foundation Aug'23-oct'23

- Enhanced HR operations at Renukiran Foundation by updating records, efficiently screening resumes, and seamlessly scheduling interviews. Conducted up to 5 interviews daily, surpassing all tasks **by 12%, resulting in a remarkable 7% increase** in fundraising efforts.

Social Media Intern, Eatmynews Jul'23-Sep'23

- Elevated company's online presence and **engagement by 21%** through diligent management of job postings, website, Twitter account, and actively responding to crypto-related questions on Quora. Recognized as **"Performer of the Week" four times**, consistently driving success and growth.

Research Intern, Serve-It Technologies, Snellville, Georgia Sep'23-Nov'23

- Serve-it Technologies is Hyper-local community service marketplace connecting customers with nearby service providers. Conducted comprehensive in-depth market research on potential target markets **by analysing 500+ user** feedbacks, preferences, and demographics to identify key functional changes in the app, resulting in **a 20% increase** in user engagement. Actively participated in team meetings and **brainstorming sessions**, assisting in development of **pitch decks** and insightful reports for stakeholders.

ACADEMIC PROJECTS

Rare Diseases Expertise Database at Chandigarh Oct'23

- Researched over **200+ rare diseases** and gathered data on more than **1000 doctors**, along with their rare disease **expertise** and contact details, **in Chandigarh**.
- Utilized statistical analysis and data analytics tools, primarily **Microsoft Excel**, resulting in a comprehensive database that significantly contributed to **medical research efforts**.

ACADEMIC ACHIEVEMENTS

- Achieved selection as the exclusive recipient among all **undergraduate students at Delhi University for the prestigious Shugan Devi Maheshwari Memorial Scholarship**, marking the first-ever student from my college to be honoured with this distinguished scholarship.
- Felicitated by D.A.V. Public School Anpara for Ranking **1st Runner up in School (CLASS XII)**

POSITIONS OF RESPONSIBILITY

NSS Member, Daulat Ram College Nov'21-may'24

- Worked at NSS and teaching over **20+ Blind** and less fortunate children recording **10+ hours** of Audio **Teaching**, creating assignments and worked as a **scribble for 5 students** in their exams. Taking care of street animals, and actively participating in every NSS opportunity..

Vice-President, Eatmynews Sep'23-Sep'24

- Elevated position to Vice President at Eatmynews, crafting insightful questionnaires and conducting interviews with global figures, boosting organic user traffic **by 20% and engagement by 17%**.

Sponsorship Member, College Fests Dec'22-Apr'23

- Secured sponsorship agreements worth **over 500,000 Rupees** from renowned companies, including **Coke Studio, Bistro57, Pizzahut and Taco Bell**, contributing to a substantial increase in funding for the organization.

Sponsorship Member, Spicmacay Society Aug'23-Dec'23

- Managed a team of **250 individuals**, orchestrating webinars and engaging with over **10 speakers**, achieving a remarkable **100% conversion rate**, resulting in a significant **20% increase in funds** generated for the heritage walk, surpassing the previous year's contributions.

EXTRA -CURRICULAR ACTIVITIES AND ACHIEVEMENTS

VOLUNTEERING

- The Robin Hood Army**, New Delhi, zero-funds organization that works to get surplus food from restaurants to serve less fortunate people. Collaborated and actively engaged in over **10 food drives**, gathering food from more than **100 restaurants** and vendors, and distributing it to more than 15 marginalized localities and communities, as part of a varied team of more than **75+** individuals.

COMPETITION

- **Winner**-Social Synergy (Case Competition) by **Lady Shri Ram College**, University of Delhi, and **Samagra Governance**.
- Secured **3rd Position** in Corporate Clash in **Vincenza 4.0**, Annual corporate event of Synergy, **Shaheed Sukhdev College of Business Studies**.

CERTIFICATION

- Obtained the **Python and AI certificate** of **MICROSOFT & GOOGLE** Associated with **DEVTOWN**.
- Obtained the **HTML, CSS** certificate of **MICROSOFT & DEVTOWN** Associated with **DEVTOWN**.
- Certified online course on **SQL Beginner to Advance for Data Professionals** from **Codebasics.io**.

OTHER INFORMATION

SKILLS

- **Technical Skills:** Microsoft Excel, MYSQL, Python, Canva, HTML, TALLY, ITR, CSS (basic).
- **Interpersonal Skills:** Leadership, Teamwork, Critical thinking, Data Driven Decision Making.

INTEREST

- Reading blogs and articles posted on LinkedIn by professionals.
- Exploring new places and love travelling.
- Playing chess, Sudoku.