

Priyanka Nighot

04/11 Jay Maharashtra Chawl, Amrut Nagar, Ghatkopar (West) Mumbai, Maharashtra 400086

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Date of Birth: 08th October 1997

Professional Summary

Dedicated to helping youth of all backgrounds broaden understanding and improve prospects. Able to support educational, emotional and behavioral needs through activities, entertainment and academic assistance. I have always been passionate to work with youth and understand them more.

Core Competencies & Skills

- Communication & Interpersonal skills
- Time Management
- Teamwork
- Perseverance
- Skill to work under pressure
- Basic Computer skills (Word, PowerPoint, Excel)

Professional Experiences

Intern, Marketing and Research Department, February 2019 to April 2019

Young Leaders Institute – Washington DC, Virginia

- Researched the various trends in Fundraising
- Organized events for the Youth

Intern, Administrator, January 2019 to February 2019

Peak Exploration Foundation – Washington DC, Virginia

- Completed data entry task with accuracy and efficiency
- Served as an administrator and worked with team to oversee operations

Intern, Alumni Engagement, November 2016 to June 2018

Antarang Foundation – Mumbai, Maharashtra

- Organized events for Alumni like Sports Day, Film Festival and Youth Day (And other events are based on the alumnus interest)
 - Maintained database of all Alumnus
 - Visited Community (Twice in a week)
 - Organized Workshops (Usually workshops happened once in the week, we have done many workshops like – Dance Workshop, Music Workshop, Art and drama workshop, etc.)
 - Engaging with Alumnus from different ways (Like Alumni Meets, community wise get together, Exposure visits etc.,)
- Worked towards constant development of the Alumni Engagement Program

Education Qualification

SSC: 2013 to 2014

Saraswati Vidya Niketan – Mumbai, Maharashtra

HSC: 2015 to 2016

Asmita College of Commerce and Arts – Mumbai, Maharashtra

Bachelor of Commerce: 2016 to 2018

Asmita College of Commerce and Arts – Mumbai, Maharashtra

Certification in Business Management and Administration: 2018 to 2019

Northern Virginia Community College – Alexandria, Virginia

Extra-Curricular

Social Emotional Learning

- **ASYP** (Apni Shala Youth Project) Asyp was an 8 months program on every Sunday where youth came and spoke about various issues in the society.

Volunteering Experience

- Volunteered at Sports day to Antarang Foundation on December 2017 (I have done there managing the place, contacting with students who participated in the sports day, Logistics and all types of operations and back stage work)
- Volunteered as a facilitator at National Youth Day on January 2017 (Facilitated the round table group discussion on different topics like consumerism, gender inequality etc.,
- Volunteered at several festivals like Around the world cultural food festival, Syria Festival, World Heritage Kite Festival (Setting up the Place, Worked in the Operations)
- Volunteered at Torpedo Factory Art center on August 10th, 2018