Sushant Khurana

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Education

Google Careers   *Coursera*

Google Prompting Essentials - Unlock AI's potential with effective prompts   *2025*

- Using AI to simplify complex tasks
- Applied techniques like Prompt chaining, Few shot Examples, and Meta prompts

Delhi University   *Delhi, India*

B.A. with Honours in English Literature   *2014 - 2017*

British Council   *Delhi, India*

Upper intermediate English Course   *2014*

- Proficiency in Reading, Writing, Understanding and Speaking
- Received Highest Grade in 2014 Batch

Skills

Artificial Intelligence	Prompt Engineering, Multi Modal Prompts, Generative AI, Few Shot Training, ChatGPT
Data Management & Automation	Data Entry Automation, Data Organization, Data Validation, Template Design
Software & Tools	Microsoft Excel, Google Sheets, Data Visualization, Report Generation
Business Operations Support	Invoice Processing, Purchase Order Management, Record Keeping

Experience

Technotrendz Solutions Pvt. Ltd.   *Faridabad, India*

Business Analyst

- Managed end-to-end tender documentation, including reviewing eligibility criteria, compiling technical and financial data, and ensuring accurate and timely submission in compliance with government procurement standards.
- Automated accounts payable processes by developing and implementing a system for the automated data entry of purchase invoices.
- Streamlined procurement documentation through the creation of standardized templates for both challans and purchase orders.

Content champion   *Faridabad, India*

Content writer-Academic Content

- Developed structured, concept-centric questions and corresponding solutions aligned with the NCERT Curriculum for Classes 1–10.
- Study material subsequently adopted by Edtech companies like Brainly, Vedantu, Embibe, etc.

Senior secondary school   *Ballabhgarh, India*

Teaching Intern – English Grammar & Writing

- Conducted grammar and writing lessons for students of Classes 6 to 10 as part of a structured internship program.