

# Sushant Khurana

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## Education

### Google Careers

GOOGLE PROMPTING ESSENTIALS - UNLOCK AI'S POTENTIAL WITH EFFECTIVE PROMPTS

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

Coursera

2025

### Delhi University

B.A. WITH HONOURS IN ENGLISH LITERATURE

Delhi, India

2014 - 2017

### British Council

UPPER INTERMEDIATE ENGLISH COURSE

Delhi, India

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

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