

Priti Chauhan

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OBJECTIVE: Dedicated and hardworking professional with a proven track record in managing teams and projects successfully. Known for improving efficiency and achieving results that make a real difference for the organization.

CERTIFICATIONS

Certificate Course in Software Programming

NavGurukul Foundation for Social Welfare **Apr 2023 – Present**
(An 18 months residential course with assured placement)

Certificate Course of English digital for Girl Education, British council
Jan- 2020 - Mar 2020

EDUCATION

Software development course At NavGurukul , Bangalore Karnataka
10 sep2023 - current

BSC , M.S. Mahila Mahavidyalaya, Jalalabad ,Ghazipur uttar Pradesh
(Veer Bahadur Singh Purvanchal University Jaunpur U.P) **72% 15 july 2023**

12th M.V.V. Inter College Hardaspur khurd Jalalabad Ghazipur U.P **66% 27 June 2020**

10th S.R.B.CH. Inter College Miyana (Bara)Jalalabad,Ghazipur U.P **86% 29 April 2018**

Projects:-

CII Project (DEF)	1st Jan- 2020 – Mar -2022
RCCE1_RCCE2 project	1st Feb-2021 - Dec -2023
DFI project	7th- Oct - 2022-dec - 2024

Personal skills :Ms excel,Powerpoint,MS office,Libre office etc.

Operating Systems: Ubuntu, Windows

- Communication Skills
- Leadership Skills
- Organizational Skills
- Documentation and Reporting
- Training and Development Skills

Responsible :-

- Managed daily office operations and ensured smooth workflow.
- Coordinated and scheduled meetings, appointments, and travel arrangements.

- Led and motivated team members to achieve departmental goals.
- Conducted market research to identify new business opportunities.
- Developed and maintained strong relationships with clients and vendors.

Volunteer Experience

- **Girl icon At Milaan Foundation** **Feb - 2019 Mar-2020**
As a Girl Icon with Milaan, I regularly conducted peer meetings every week. Additionally, I participated in training sessions led by Milaan's mentors every 15 days. This consistent engagement helped me develop my skills and effectively support my peers
- **Project Assistance At Milaan foundation** **jan 2020 - Mar-2024**
As a Project Assistant at Milaan Foundation, I organized and conducted meetings with Girl Icon leaders to facilitate discussions and provide guidance. I supported the leaders in planning and executing initiatives aimed at empowering young girls. Additionally, I maintained comprehensive documentation of meetings and action plans to ensure effective follow-through.
- **English Coordinator At NavGurukul** **Feb 2024 - may 2024**
Enhances English education quality, Strong leadership and communication. Develop and update English curriculum. Monitor student performance. Manage resources. Liaise with stakeholders. Ensure teaching quality.

LANGUAGES: English, Hindi, awadhi, Bhojpuri