**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 2020EDUCATION 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 2018Projects:-** **CII Project (DEF)** **1st** J**an- 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

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