

MYRA SINGH

BUSINESS ADMINISTRATION STUDENT

BBA student in International Business with strong organizational skills and experience in event management and project coordination. Skilled at supporting business operations, managing teams, and delivering results in fast-paced environments.

EXPERIENCE	Event Management Head TEDxDYPAkurdi Led a team of volunteers to organise and execute a successful TEDx event, coordinating with speakers, vendors, and logistics teams.
	Backstage Crew Pune Comedy Fest Assisted in the smooth execution of backstage operations, managing artists' schedules and ensuring timely stage transitions.
	Management Executive LASUX Supported operations in event planning and execution for corporate and social events, managing logistics, vendor coordination, and client relations.
	Project Management Intern Pehchan The Street School Managed educational projects, focusing on resource allocation, team coordination, and deadline management for the school's outreach initiatives.

EDUCATION	DY PATIL INTERNATIONAL UNIVERSITY
	BACHELORS OF BUSINESS ADMINISTRATION 2022 - 2025
	ST. JOSEPH'S SCHOOL HIGH SCHOOL ICSE 2022

SKILLS	<ul style="list-style-type: none">• Project Management: Event planning, Budgeting, Stakeholder management• Leadership & Teamwork: Leading teams, Coordinating events, Managing volunteers• Communication: Public speaking, Negotiation, Client relations• Software Proficiency: Microsoft Office (Word, Excel, PowerPoint), Google Workspace• Event Logistics: Vendor coordination, Scheduling, Resource management
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CONTACTS	Mobile No - 8797055327 Email - myra7@gmail.com
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