

# SARABJIT KAUR MEHTA

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## EDUCATION

**Bachelor in Computer Science Engineering – LPU, Punjab**

**Jul 2021 – May 2025**

Data Science, Algorithm, Data Structure, Computer Network, Web Development

## WORK EXPERIENCE

**Human Resource Head – LPU Ortus**

**Dec 2022 – Present**

- Recruited and onboarded 50+ student members over two years, strengthening the club's presence and creating a diverse, skilled, and collaborative team.
- Organized 10+ high-impact campus events, including talent shows, workshops, and fundraisers, with an average attendance of 300+ students, boosting overall club engagement.
- Designed and implemented a peer mentorship program, connecting 15 senior members with junior recruits to foster skill-sharing and professional growth, leading to a 10% improvement in member enrollment rates.
- Supported events success by coordinating with multiple members to manage logistics, schedules and provide on the spot problem solving during events.
- Led team training initiatives, conducting 8+ workshops to improve member skills in event planning, public speaking, and teamwork to create a roadmap for future club leaders.
- Utilized Microsoft Excel and Google Sheets to track member data, event budgets, and recruitment metrics, ensuring accurate record-keeping and streamlined analysis for informed decision-making.

**Events Coordinator – Student Association, LPU**

**Feb 2023 – Aug 2023**

- Organized and executed 12+ campus events, workshops and social gatherings and fundraisers with attendance of over 150 + students and faculty members.
- Coordinated logistics such as venue booking, equipment setup, and negotiated with more than 20 vendors to ensure successful event delivery.
- Managed events with budgets above 50K and achieved cost savings through resource allocations.
- Promoted events through social media campaigns, emails, newsletters and posters which increased participation by 20%.
- Handled post event evaluations to identify areas of improvement and implement changes in future projects.
- Managed and led team of over 35 students and volunteers who helped in event set up and tear down

**Marketing Assistant - The Dark Knight**

**Jan 2022 – Jan 2023**

- Designed and delivered over 50+ professional logos using Canva, aligning with client brand identity.
- Edited and optimized 100+ photos, ensuring high-quality visual content for marketing campaigns.
- Implemented content calendars and managed 5 social media accounts increasing client engagement by 8.5%.
- Conducted market analysis to identify industry trends, consumer preferences, and gathered data using tools such as surveys, focus groups and online analytics platform.
- Utilized tools like Tableau, Excel, and Google Analytics to visualize key data points and trends for more than 15 clients.

## ACHIEVEMENTS

- Best Presentation Award:** Recognized by the head of authorities for outstanding presentation skills at Avirbhav, LPU University, demonstrating strong communication and public speaking abilities.
- Letter of Appreciation:** Honored by the student club for exceptional public speaking and event hosting, showcasing leadership and organizational skills.
- Student Public Speaker:** Actively engaged with the LPU Division of Youth Affairs, leading and hosting multiple events, reflecting teamwork and initiative.
- Volunteer Coordinator:** Organized and led a team of 20 volunteers for a community service project, enhancing project management and teamwork skills.

## SKILLS

- Technical** - MySQL, C++, Python, Java, R, NodeJS, Excel, Tableau, AutoCAD, Canva, Adobe,
- Business** – Team Management, Events Coordination, Project Management, Vendor Management