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| **CURRICULUM VITAE** |
| |  |  | | --- | --- | | **MEGHNA GUPTA** | **C-1/1076** | | **Meghnagoyal15@gmail.com** | **Vasant kunj** | | **8750148296** | **New Delhi-110070** | |
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| **Career Objective:** |
| Seeking a management position where my leadership, strategic planning and business development skills will be fully utilized. |
| **Educational Background** |
| * Accomplish Master of Science(Biotechnology) from Jiwaji University in the year of 2011 with an aggregate of 72%. * Accomplish Bachelor of Science(Industrial Microbiology) from Rohilkhand University in the year of 2008 with an aggregate of 76% * Intermediate from U.P.Boardwith an aggregate of 61%. * Highschool from U.P.Boardwith an aggregate of 61% |
| **Computer Skills** |
| * Operating Systems :  Windows XP, MS DOS * Office Package : Microsoft Word, Excel, Powerpoint Access |
| **Qualification Highlights** |
| |  | | --- | |  Training program on **Food Microbiology** at TUV SUD South Asia, on **Bio Diversity** in Dehradun & in PCRI **BHEL**, Haridwar   Completed dessertation in **Jagsonpal Pharmaceuticals**, Faridabad dealing with Immunodiffusion(Radial & double), Chromatography  Worked on **DNA isolation**, Blood Grouping, Immobilization, Media preparation, **MBRT**, Widal Test, ELISA(dot & sand witch)   Instruments worked on- Centrifuge, , **Spectrophotometer**, Dissolution Chamber, Trans illuminator, **Electrophoretic Assembly** | |
| **Work Experience** |
| |  | | --- | | **Team Leader,** Corporate Communications & Fund Raising**, PLAN INDIA**, Delhi Sept 2013 – | |  Manage a team of 37 dealing in **Fund raising**, P**ublic relations & Communications** of Plan India, internationally registered NGO   Enable deprived children & their families to meet basic needs & increase their ability to participate in their societies.   Actively **motivate** & conduct **trainings** for my team by taking morning & evening sessions on nuances & criticalities of social sector   Responsible for partnering with big corporate clients like **Coca Cola** &**Barclays, HNI’s**, colleges like Deshbandhu to raise funds   Prepare new & frequently modify existing **induction & training** material for the new hires joining at Plan India   Discuss & give speeches to the team on current events in the social space & on developments & opportunities in the social sector   Create **team building workshops** & motivational games for the team to keep them focused &**increase efficiency** within the team   Conduct a 3 day intense training program of new hires;4 training sessions in a month to make them aware of roles & responsibilities   **Selected** to **establish** Plan India’s **Pune office** & created a team of 15 members by shortlisting & conducting interviews   Created training material & gave training sessions on how to cover new territories & handle difficulties in raising funds for Pune team   **Selected** by the senior management **to lead** the Pune Plan India office due to exceptional performance; **rated 5 star** by my manager | |  Responsible for **awareness creation** of projects on **women empowerment**, women upliftment&**girls education** &**health**   **Interviewed people, Created reports** &**pitching material** as part of fund raising activity for different projects   Part of the **Saksham Project** which dealt with **Vocational Courses** for youth & adults on hospitality & on ways to earn a livelihood   Member of **CASP** (Community Aid & Sponsorship Program)**-counselling** specially-abled children to help them make a career   **Conducted** courses on art & craft, knitting , cutting, retail management etc. to help people discover their likes & dislikes   Placement of canopies as part of the **marketing campaign** across Delhi to motivate people to work as volunteers   Assisted smaller NGO’s to **design projects**, **create pitch reports** &**communicate** with corporates to get them funding. | |  | |
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