



MEGHA

Career Objective

I regularly performed in Academics, Sports and Cultural fields with full enthusiasm. These experiences taught me to appear in public and deliver my thoughts in unique and creative manner. Possessing excellent interpersonal skill, solutions oriented professional analytical, troubleshooting, negotiation and team building skills with deftness in swiftly ramping up projects and ensuring on time deliverables. My Passion reflects my Profession.

Academic Qualifications

Degree	Board/University	Year	Percentage
PGDM (Rural Management)	Xavier Institute of Social Service, Ranchi	2020-22	8.12 CGPA (Till 3 rd Trimester)
B-Tech (Bio-Technology)	IFTM University, Moradabad.	2011-15	81.82
12 th	CBSE	2011	69.20
10 th	CBSE	2008	64.20

Work Experience

Dnyansagar Institute of Management and Research (DIMR), Pune.

Admission Coordinator

March 2016 – Feb 2017

Job Description:

- Generating revenue by counselling prospects and converting them to sales and building market position by locating, developing, defining, negotiating and closing business relationships.
- Resume analysis of prospects, explaining the importance of higher education and motivating graduates for admissions in management programmes.
- Conducting placement drives and organising personality development classes for student.
- Communication with recruiters on a day-to-day basis, keeping them informed about the processes of admissions via webinars, mailers, etc.
- Confident negotiator and ability to close the deal.
- Organize brand promotion and marketing using innovative cost-effective method through social channel by responding to comments, compiling campaigns, creating contents and webinars.

Permanent Address:

Renu Niwas,
HIG House No – 28,
Housing Colony,
Dhanbad, Jharkhand
826001.

Mobile:

+91-8218604677

E-Mail:

megha33rm2020-22@xiss.ac.in

Personal Data:

Date of Birth:

16-12-1993

Gender: Female

Nationality: Indian

Marital Status: Married

Languages Known:

Hindi

English

German

Key Skills:

Business Strategy,

Sustainability,

Corporate Social

Responsibility,

Ethics,

Project Management,

Advanced Excel,

SPSS,

Projects

- Summer Internship at Haldirams Snacks Pvt Ltd from June'14 to July'14.
- Bio-chemical characterisation of micro-organisms found in e-waste contaminated soil samples of Moradabad region at IFTM University, Moradabad from Jan-2015 to May-2015.
- An exposure of the implementation of MGNREGA in Dhobni village of Gopinathdih Panchayat, PMAY-G in Narayanpur village of Damodarpur panchayat and DAYNRLM in Gorbudhih village of Pandukali South Panchayat for economic, social, livelihood promotion, alleviation of poverty, sustainable community development and general development to uplift the economic conditions of people living in rural areas at Dhanbad Block from 1st Jan to 5th Jan 2021 under Block Development Officer, Dhanbad (Jharkhand).
- Successfully completed project - The Sanitation and Solid Waste Management of Dhanbad Municipal Corporation 28th Jan to 18th Feb 2021.
- Fundraising Internship from 21st April 2021 to 23rd May 2021 from Muskurahat Foundation.

Seminars& Webinars

- National webinar titled “The new normal and its impact on Indian economy” organized by Program of Marketing of Xavier Institute of Social Service (XISS), Ranchi in Association with Indian Economic Association.
- Webinar titled “Impact of COVID-19 on Children’s Education” organized by PRAKRITI Club of Xavier Institute of Social Service, Ranchi.
- Webinar titled “Problems faced by Migrant Labours in Lockdown” organized by Xavier Institute of Social Service, Ranchi.

Professional Achievements

- Project Management Professional (PMP) from Udemy in June-2020.
- Global sustainability and corporate social responsibility: Be Sustainable from Macquarie University in Aug-2020.
- Organisational Behaviour: How to Manage People in Oct-2020 from IESE Business School.
- Proficiency in German Language A1, German Language and Literature in 2019 from IIT(ISM), Dhanbad.
- Participated in Around India Quiz at XLRI Jamshedpur organised by D2C in January,2021.
- Intercultural Awareness and Indigenous Awareness Training Programme conducted by Mining Industry Human Resources Council’s (MiHR) Canada in 2021.

Interests:

Graphology,
Table Tennis.

- Blog on the website of University of Antwerp, Global Pen Friends on topic Breaking gender identity in mining community.

Internship

- SIP of two months from TSRDS (Tata Steel Rural Development Society), Jamshedpur on project- Drafting Framework and Module for Capacity Building (Socio-political) of Women leaders from May 2021 till July 2021.

Positions of Responsibility Held

- Training and Placement Officer at IFTM, Moradabad.
- Sports Co-ordinator of R.R. Public School.
- Social Media Handler in Aawaz - A Dramatics Society of XISS, Ranchi.
- Theatre Head in Aawaz - A Dramatics Society of XISS, Ranchi.

Extra-Curricular & Achievements

- Represented Inter University Table Tennis (Singles) Competition and secured 1st position.
- Represented Inter University Table Tennis (Doubles) Competition and secured 1st position.
- Event organiser of SAMAWESH- The foundation way Fest (2013-14) and an annual event of IFTM University, Moradabad.

I hereby declare that the above furnished details are correct to the best of my knowledge.

Megha