



Shruti Chatterjee

**Student**

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Second Year Management student at Indira Gandhi Delhi Technical University . Results oriented with a proven track record of working collaboratively with team members to achieve goals. Analytical , organized and focused professional with a self motivated attitude.Equipped with excellent communication skills and possess a strong sense of leadership.

## EDUCATION

### **Doon Public School, Paschim Vihar - *Uptill Senior Secondary***

April 2008 - July 2021

- Scored 87.5% in Class 12 and 91.5% in Class 10
- Stream in grade 11 and grade 12 - Commerce with math
- Studied French language till class 10 .
- Was involved in extracurricular activities such as recitation , dance and singing.

### **Indira Gandhi Delhi Technical University , Kashmere Gate - *Currently pursuing graduate studies in Business Administration***

December 2021 - December 2024

- Grade each semester

Semester 1- 7.23 SGPA ,

Semester 2- 7.82 SGPA ,

Semester 3- 7.55 SGPA

- Involved in extracurricular activities such as dancing:

Core member of Hypnotics ( The western dance society of IGDTUW ). Participated and won 10 group dance competitions. Trained in hip hop dance alongside 12 other team members.

### **Prayag Sangeet Samiti Allahabad -**

Completed 6 years training in Bharatanatyam and passed with 1st division in theory and practical examination.

## EXPERIENCE

### **Centre Of Policy Research And Governance - *Policy Research Intern***

March 2023 - April 2023

- My responsibilities included research on the fields of public administration , social policies and sociology ; writing and editing support on the same issues ; social media posts , podcasts etc. ; data entry ; assisting the organization with conferences ; analyzing important policy matters and reporting accordingly.
- Worked on many projects including preparing a report on the ground water condition in the states of Punjab and Haryana, a podcast on the Impact of Anti-Piracy bill on the maritime trade, and an article on Pattern Of School Education In Korea .

## **Innerv, IGDTUW - Technical Fest**

August 2022 - September 2022

- An associate in the sponsorship team. Brought 2 sponsors for the fest namely Belgian Waffle and Konfhub as 'Dessert Partner' and 'Quizzing Partner' respectively . Led a team of 5 members which brought 3 + 2 sponsors successfully raising 34,000 INR fund for the fest . Supervised and allotted the work to subordinates ( head coordinators ). Was appointed as a Head coordinator and promoted to Associate within a week.
- A Head coordinator in the content team .Responsible for writing descriptions of events , seminars and webinars that were conducted in the fest which had to be posted on the official social media handles of the fest. Worked and coordinated with a team of 3 members.

## **The Consulting Club , IGDTUW - Founding Research Director**

November 2022 - Present

- Leading a team of 4 members which is involved in writing , framing and editing research proposals , research reports , analytical papers and research visit findings report.
- Organized a research visit with a client namely 'Nanhe Pakshi' which is a non- profit organization. Visited slum areas and identified problems and challenges faced by the people living in that area, the children of the slum dwellers in terms of education and health and the exhaustion of human resources in the organizations as well.

## **Zosh ( The Marketing Society ) , IGDTUW - Member**

February 2022 - September 2022

- Served as a member of the content team and was responsible for writing descriptions for official social media handles.
- A member of the PR team . Contacted various public speakers ( associated with the field of marketing ) via linkedin . Communicated with marketing societies of other colleges .

## **SKILLS**

- Research And Analytics
- Report Writing
- Proofreading
- Project Management
- Teamwork (Practical experience in collaborating with batchmates / classmates in a variety of projects )
- Time Management (Adept at juggling conflicting task having effectively managed a heavy study workload combined with extracurricular activities )
- Team Management
- Team Leadership
- Negotiation

## **AWARDS**

- National Finalist IIM Indore (Served as a Team member in Chaitanya - The leadership Competition in the cultural fest Atharv 22 )
- Won a French Olympiad in Class 10 (Gold Medalist , scored 49 out of 50)