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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization and to achieve my personal growth.

Experience

• Globsyn Business School

05/06/2023 – Present

RESEARCH ASSOCIATE – KNOWLEDGE CELL

As a Research Associate, my KRA has been Academic Coordination as per specification of Dean – Academic Delivery of the Institute. My day-to-day activities include:

- Design and development of the course materials, outline & ppts.
- Supporting the concerned faculty in planning & preparation of lesson plan
- Taking tutorials for the students
- Delivery of classes on newsroom, GDs etc.
- Quiz Preparation and conducting quiz
- Creation of assignment for continuous evaluation process
- Constant coordination with Corporate Relations Team for preparation of Company Profile, GD & Topics
- Evaluation of answer-scripts as per the requirement
- Grading of Online Assessment (Tabulation)
- Performing literature review drafting reports and blog writing.
- Development of Research based Content for GBS Blog
- Invigilation in End-Semester, Mid-Semester & Re-test Examination
- Daily follow-up with faculty members for content upload
- Documentation and preparation of newsletter.

• Pi Research and Media

21/07/2020 - 29/05/2023

RESEARCH CONSULTANT

Working as a Research Consultant, I have been part of numerous primary and secondary research projects as per the specifications and goals of the respective clients. My day-to-day activities included:

- Primary Research
- Secondary Research
- Survey
- Transcription
- Reporting
- Database Management
- Project Management
- Vendor Management

• Kantar IMRB

06/11/2017 - 31/01/2018

INTERNSHIP

Primary data collection through field survey as per Target Groups and SECs specified from the client's end.

Education

- Unitedworld School Of Business
PGDM, 2020
- Institute Of Engineering and Management
BCA, 2016
- Jodhpur Park BoysSchool
Humanities, 2013
- St. LawrenceHighSchool
General, 2011

Skills

- Primary Research
- Secondary Research
- MS Office
- Client Handling
- Team Management
- Communication
- Academic Coordination
- Teaching Assistant
- Blog Writing
- Event Coordination