



Deepti Saxena

deepti.saxena8462@gmail.com

Looking for an organization where I can enhance my knowledge and from my academic learning give my best to the organization.

✉ deepti.saxena8462@gmail.com

📞 7683077737

📍 Delhi, India

EDUCATION

Bachelor of Business Administration Indira Gandhi Delhi Technical University for Women

08/2019 - Present

Advance Diploma in French Bhartiya Vidya Bhawan

08/2019 - Present

WORK EXPERIENCE

Project Coordinator Childo Education Research and Development Foundation

08/2021 - 10/2021

Achievements/Tasks

- Prepare project documentation and communication materials
- Facilitate some meetings and ensure that they are purposeful and have clear action items and follow-up
- Ensure the availability of equipment and tools required by the team

Event Management Intern FTS

05/2021 - 06/2021

Achievements/Tasks

- Planning and organizing events, Overseeing event management and coordination
- Convincing people to collaborate for events, Promoting the events and webinars

Human Resource Intern SET-TEL India Pvt. Ltd.

07/2020 - 08/2020

Achievements/Tasks

- learned how to coordinate employees, teamwork;
- participate in meetings, give employees feedback;
- recruiting employees.; Also, improve my leadership skill.

Campus Ambassador TUTEDUDE

06/2020 - 07/2020

Achievements/Tasks

- Spread the word about their product or service among students.
- Representing the company's mission and vision by organizing various marketing and promotional activities such as hosting workshops, seminars, social media promotions, and so on.

SKILLS

Communication

Strategy

problem solving

leadership

marketing

Time management

PERSONAL PROJECTS

Childrenwise, NGO (05/2021 - Present)

- Worked with Childrenwise involved in basic subjects like English, math for underprivileged students

INTERNATIONAL CONFERENCE ON ARTIFICIAL INTELLIGENCE AND SPEECH TECHNOLOGY (11/2019)

- Volunteer for the event, Coordinated networking, communicate between speaker and crowd.

INTERNATIONAL CONFERENCE ON ADVANCE IN SMART MATERIALS AND EMERGING TECHNOLOGIES (01/2020)

- Volunteer for the event, Provide Hospitality to guests, Handle hospitality team.

POSITION OF RESPONSIBILITIES

CO-FOUNDER at ZOSH (Marketing society of IGDTUW)

Event Management Head. Handle event management team.

Human resource coordinator at SYNERGY (Sports society of IGDTUW)

Provide resources to all teams. recruiting freshers, taking interviews.

Event Management Coordinator at IGNITE

Sports event of IGDTUW. Organizing and managing event Teams and individuals from all over Delhi participated in the various events organized under IGNITE.

CERTIFICATES

INNOVATION AND ENTREPRENEURSHIP, Anveshan Fondation

SOCIAL MEDIA MARKETING, HP LIFE

INVENTORY MANAGEMENT, HP LIFE

INCOME TAX, IGDTUW

LANGUAGES

Hindi

Full Professional Proficiency

ENGLISH

Full Professional Proficiency

French

Limited Working Proficiency