

Professional Summary

A passionate and versatile development professional with 2.5+ years of cross-functional experience in program management, strategy, stakeholder engagement, operations, and HR processes. Trained in development management from the Indian School of Development Management (ISDM) with a strong academic foundation in social work and humanities. Adept at synthesizing data for decision-making, streamlining internal systems, building operational efficiencies, and supporting leadership with seamless coordination. Demonstrates ownership, analytical ability, and strong interpersonal skills across diverse domains.

Professional Experience

American India Foundation (AIF)

Program Officer, Strategy & Operations | Aug 2023 – Present

- Designed and implemented a centralized database to enhance FCRA compliance and strategic reporting.
- Developed a financial tracker to improve transparency and reduce procedural delays.
- Coordinated procurement workflows and internal clearances across departments, significantly improving efficiency.
- Organized cross-functional review meetings and synthesized reports to drive data-driven project improvements.
- Drafted presentations and supported the senior leadership team with visual storytelling and communications.
- Provided strategic input in project documentation and ensured timely submissions for audits and donor evaluations.
- Supported senior leadership by organizing travel logistics, detailed itineraries, and scheduling aligned with organizational priorities.

Pratham Council for Vulnerable Children (UNICEF Project)

District Manager, Sheohar, Bihar | Mar 2021 – Mar 2022

- Led program implementation across three key themes: Child Marriage, Child Labour, and Children on the Move.
- Liaised with district-level authorities to create convergence among departments for child protection and welfare.
- Created and facilitated adolescent peer groups ('Kishori' and 'Kishor Samuh') to drive awareness on menstrual hygiene and legal rights.
- Mapped vulnerable families affected by COVID-19 and facilitated access to government social protection schemes.

Internship Experience

- Restless Development: Implemented the India@75 Mission to enable functional literacy in underprivileged urban clusters in Delhi.
- ActionAid India: Worked with migrant laborers' children in the "Nayi Pahal" project; created community learning hubs.
- HelpAge India: Supported community engagement and elder advocacy initiatives; organized International Elders' Day for 200+ participants.
- EHSAAS (Home for Street Children): Conducted needs assessments and designed engagement activities for children in shelter homes.
- Vigyaan Foundation: Mobilized underpaid Chikankari artisans and connected them to legal entitlements.
- Childline 1098: Led grassroots evaluations in slum communities to test the accessibility of helpline services.
- The Photodiary: Interned as an official photographer at Lakmé Fashion Week; managed event schedules and field execution.

Education

Indian School of Development Management, Noida

PGP in Development Management | Aug 2022 – Jul 2023

- Member of the Honour Code Committee; curated community Code of Conduct.
- SPOC for Rural Immersion budgeting, coordination, and field logistics.

University of Lucknow

Masters in Social Work | Aug 2018 – Oct 2020

- Presented papers at Asia Pacific Social Work Conference (NIMHANS) and Young Social Scientist Contest (ISSA)

Isabella Thoburn College, Lucknow

Bachelor of Arts (English Literature, Sociology, History) | Jul 2014 – Apr 2017

La Martiniere Girls' College, Lucknow

ICSE & ISC | 2000 – 2014

- Held office bearer responsibilities and demonstrated early leadership through school-level coordination roles

Core Skills

- Strategic Program Management
- Cross-functional Coordination
- Calendar Management
- Financial Tracking & Budgeting
- Stakeholder Engagement & Liaison
- Presentation Development (PPT)
- Reporting & Documentation
- Recruitment Coordination & HR Processes
- Tools: MS Office, Canva, Miro, Padlet, Slido
- Languages: English, Hindi

Leadership & Extracurricular Highlights

- Led campaign and awareness march under Oxfam India's #LoveIsViolenceFree campaign
- Completed certified training for "Social Worker 101 – Training for Helping Professionals"
- Conducted fundraising for national emergencies, including the Kedarnath and Kerala crises
- Trained Bharatnatyam dancer with 8+ years of experience and an amateur tennis enthusiast.
- Avid photographer and writer; maintains a personal nature journal

References available upon request.