

SIMRAN KATHPAL

Female, 25 yrs

+91 9910860120 | [simrankathpal14@gmail.com](mailto:simrankathpal14@gmail.com)

EDUCATION			
Name of Course	Passing Year	Name of Institute	%/CGPA
B.M.S.	2020	Ram Lal Anand College, University of Delhi	7.34
CBSE (Class XII)	2017	St. Thomas' School, Mandir Marg, New Delhi	93.25 (B.O.F)
CBSE (Class X)	2015	St. Thomas' School, Mandir Marg, New Delhi	10

PROFESSIONAL EXPERIENCE

**Associate Program Manager, Northwest Executive Education** Apr'23- Aug'24

- Involved in the entire process, starting from enrolment of program participants to delivery of final class in the program
- Ensured that all aspects of the standard **operating procedures** with regards to timing and **organization** of programs, formats, feedback collection, etc. are completed well and on time
- Coordinated with program participants to ensure completion of **key deliverables** and prepared performance-based **reports**
- Developing** and **maintaining** spreadsheet **trackers** of programs that are being organized

**Analyst, Zigram Data Technologies Private Limited** Feb'22- Apr'22

- Researched on “**Human Trafficking & Modern Slavery**” Data Asset project
- Performed Event Listing, Event Profiling, News Link Validations of **G7 countries** in the project

**Associate, Capline Services Private Limited** Feb'21- Jul'21

- Worked as an Associate in the **Onshore Operations Team** for providing insurance billing, collection and credentialing services to dental offices based in the **United States**
- Compiled and maintained data on different spreadsheet trackers which included standard fees and daily schedules
- Later tasked for **training and mentorship** of new employees

INTERNSHIPS

**Intern Sourcing & Hiring Manager, Mahika Mishra Foundation** May'22- Aug'22

- Managed a team for reaching out to **100+** colleges and partner organizations; sourced minimum 100 applications monthly
- Optimized the **hiring procedure** and managed the interns on a daily basis; carried out **training and mentorship** of the new trainees

**Intern, UNHAD Foundation** Feb'20- Feb'20

- Involved in a team of **8+** and worked in an **NGO** aimed at empowering the **underprivileged** women and children
- Ideated and taught the children basic subjects; made them participate in various group activities; provided them with various aids (financial/non-financial)

**Intern, WriteSoft** Jun'19- Jul'19

- Promoted the company's product/ services via addressing & predicting clients' objectives

**Digital Marketing Intern, Droom Media** Sept'18- Feb'19

- Worked directly with the Director in planning and implementing marketing and social media campaigns to ensure brand consistency of the firm
- Compiled and managed a database of **3000+** social media influencers on **excel spreadsheets**
- Rewarded for exemplary performance in reaching out to **2000+ influencers** in a span of 10 days as against a standard 60 days

**Campus Ambassador & Social Media Marketing, Awign** Jun'18 | Jan'20

- Involved in the curation of social media campaigns and responsible for social media marketing on a day-to-day basis
- Responsible for promoting the company on campus as a part of an outreach programme
- Titled with ‘**Maximum Leads Achiever**’ for generating **250+** leads in a single day

POSITIONS OF RESPONSIBILITY

**Operations and Communications Head, MARG-The Management Society** Jul'19-May'20

- Spearheaded and managed the department with other core team members and played an important role in taking key decisions
- Assisted in organizing major departmental events and was responsible for the **Logistics and Operations** related work
- Organized workshops and conducted **knowledge sessions** on different business theories for the students

**Core Team Member, MARG-The Management Society** Jul'18-Apr'19

- Coordinator of operational activities, **headed** the **Decor vertical** and worked meticulously from deciding the theme, generating ideas, to preparing & organizing activities on the day of the event (NITI 1.0)
- Acted as a **Pin Link** between the two major verticals of NITI 1.0 i.e., Decor and Logistics to reduce the delays in functionalities

**Associate, Research & Planning, The Commerce Society** Oct'17-Apr'18

- Aided in **curating & organizing** events with **200+** footfall
- Rendered assistance in the **R&P** vertical; went out to **10+** colleges and corporate offices for registration, promotions and sponsorships

SKILLS

- Tools & Technologies - MS Excel | MS PowerPoint | MS Word
- Languages Spoken – English | Hindi
- Interpersonal Skills – Team Work | Decision Making | Critical Thinking | Problem Solving | Communication Skills