



SAUMYA KATIHA
PROJECT ASSISTANT
Saumyakatiha2022@gmail.com
+919910555251

Education:

Maharaja Agrasen Institute of Management Studies, Delhi

Bachelor of Business Administration (2018-2021) **91.7%**

St. Angels School, Delhi

XIITH Class (2018) **90.75%**

St. Angels School, Delhi

XTH CLASS (2016) **9.2 CGPA**

Professional Experience:

Project Assistant, Kantaraj Foundation

2021 – Present

- Assisted in project planning, implementation, and monitoring to ensure alignment with organizational objectives.
- Coordinated project activities, managed timelines, and facilitated effective communication among stakeholders.
- Conducted thorough research and analysis to support decision-making processes and optimize project outcomes.
- Prepared comprehensive reports, presentations, and documentation for internal and external stakeholders.
- Provided administrative support, including file management, expense tracking, and travel arrangements.
- Identified and resolved project-related issues promptly, ensuring smooth project execution.
- Ensured compliance with project requirements, including budget constraints and quality standards, to achieve desired results.

Academic Achievements

- Received academic excellence certificate for scoring 9.17 CGPA in graduation in 2021.
- Received fellowship award for exceptional academic performance.

Certifications:

- Digital Marketing course, Delhi Digital Marketing School, 2019
- Fundamentals of Digital Marketing, Google, 2020
- Certificate in Performance Management and Competency Mapping, Globsyn Business School, 2020
- Certificate in Product and Brand Management, Globsyn Business School, 2020
- Certificate in Mental Health Effects of Covid-19 Pandemic, Harvard Medical School, 2020
- Certifications from World Health Organization (WHO), 2020
Competency-Based Learning Management
Facilitation of After-Action Review
Simulation Exercise Management
Waste Management

Internships:

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| • Oil and Natural Gas Corporation Ltd (ONGC Ltd.), New Delhi
Role: CSR Department Intern | June 2019-July2019 |
| • Deloitte
Technology Consulting Virtual Internship | June 2020 |
| • KPMG
Data Analytics Consulting Virtual Internship | June 2020 |
| • Steel Authority of India Limited (SAIL)
Role: HR Intern | June 2020-July 2020 |

Skills:

- Certified Digital Marketer
- Proficiency in MS Office (Excel, PowerPoint, Word)
- Proficiency in spoken and written English
- SQL
- HTML
- Power BI
- MySQL