

# Aditi Yadav

Highly motivated student of Business, currently pursuing my masters in MBA (HR), passionate about learning and seeking corporate experience to employ the skills learned through education and to provide the skill into expertise.

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## EXPERIENCE

### Foruppo, Remote—Project Management Intern

August, 2023 - Present

- Managed a Team of 10 people of a mini project Project For 7 Days (You can check the Project section for more).
- Member in a different project, where I used to do my daily task given by the project captain, where I did Data research, brainstorming new ideas, Presentations and more.
- Posted job positions for the Foruppo and arranged the info into an Excel sheet.

### Social Media Handling, Remote—Manager

2020-2022

- Created a fan page of a boyband (named BTS) in June 2020 and managed it, interacted with the audience, created engaging content. It was an unofficial work but gave me lots of insight into social media tools and the audience.
- Owned, managed and Created content on Instagram, Twitter.
- Managed to increase Audience Engagement.
- Insta Link : <https://www.instagram.com/you.make.me.begin/>
- Twitter Link : <https://twitter.com/adynish>

### Dramatics Club, Lucknow University—Member

2019-2020

- Built time management skills from the Club by Juggling college, homework, and family life.
- Gain self-confidence by Playing a role in front of the whole event.
- Build respect and learn teamwork.

## PROJECTS

### Minimalist Digital Product — Project Captain

- Managed a Team of 10 people for making a digital product from scratch. It was a 7 day project, where I worked with a cross-culture team. We brainstormed the product idea and worked to make it successful.

## SKILLS

- Time management
- Website design
- Communication
- Teamplayer
- Openness
- Excel

## AWARDS & CERTIFICATION

### Google Project Management

Certificates : Risk

Management, Project management, Effective Communication.

### Human resource

Management : Recruitment, Managing employee, HRIS.

### Excel skills for Business :

Data organization, Pivot table, Charts & Graph, etc.

### Fundamentals of

Visualization with Tableau :

Basics of tableau

Kashiyatra, BHU : 1ST In

[Dramatics]

Ram Manohar Lohia :

Participation Certificate

## LANGUAGES

Hindi, English,

- Did daily meetings with the team members, solved the issue arising in the project by effective Communication. Presented the Digital Product, making clear the vision of the Product to the CEO of Foruppo.
- Digital Product link : <https://retrorecall.wixsite.com/retrorecall>

### **The Great Indian Debate — Team member**

- In this project I did data research, Competitive analysis, and Comprehensive analysis.
- Worked with a cross-culture Team.

## **EDUCATION**

### **University of Lucknow, Lucknow—MBA (HR)**

2022-2024

**Coursework:** Time Management, Project Management, Compensation management, Human Resource Management

### **University of Lucknow, Lucknow— BBA**

2019-2022

**Coursework:** Business Studies, HRM, Training Development,

### **St.Antony's Inter College, Lucknow— Intermediate**

2018-2019

**Coursework:** English, Business Studies, Economics, Accounting.

### **St.Antony's Inter College, Lucknow— High School**

2016-2017