Triyasha Dutta

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CAREER SUMMARY

Enthusiastic and detail-oriented recent graduate with experience in Industrial/Organizational Psychology and a strong foundation in Project Management principles and methodologies. Demonstrated ability to coordinate tasks, manage timelines, and ensure project deliverables. Proficient in utilizing project management software and tools to track progress and collaborate with cross-functional teams. Adept at virtual communication, stakeholder management, and problem-solving. Eager to contribute to dynamic projects and drive business success through effective communication and positive influencing skills.

SKILLS AND STRENGTHS

Leadership & Talent Management: Developed through the "Leading People and Teams" specialization, focusing on managing talent to improve performance, retention, and employee development.

Human Resources & Business Psychology: Hands-on experience in I/O Psychology during my internship at Cognizavest, including recruitment and organizational behavior analysis.

Project Management: Proficient in planning, executing, and monitoring projects, with experience in using Agile methodologies and project management tools to track progress and collaborate with teams.

Communication & Influencing: Strong skills in creating and communicating visions as a leader, with the ability to influence and manage conflict within teams to drive high performance.

Analytical & Strategy Skills: Trained in business analysis and strategy formulation, particularly in aligning organizational goals with leadership initiatives using the Michigan Model of Leadership.

Office Software: Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), essential for creating project plans, presentations, and tracking recruitment metrics

INTERNSHIP

Cognizavest, Remote, I/O Psychology Intern

CRM INC., On-Site, Project Coordinator

CERTIFICATES

- Google Project Management Professional Certificate
- IBM Generative AI Specialisation
- Generative AI Overview for Project Managers, Project Management Institute
- Google Introduction to Generative AI
- Leading People and Teams Specialization, University of Michigan

EDUCATION

Bachelor of Science Honours in Psychology, 2021-2024, Sister Nivedita University, Kolkata, West Bengal.

Ashok Hall Girl's Higher Secondary School