

PRATHAM CHAWLA

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17 Dec, 2003

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SUMMARY

A results-driven graduate in modern office management from the College of Vocational Studies, University of Delhi, with a strong foundation in business, operations, and marketing. I am passionate about exploring and contributing to diverse corporate domains, including project management, human resource coordination, client servicing, administrative strategy, and digital communication. Eager to apply my academic knowledge and internship experience to real-world challenges, I aim to deliver value through adaptability, strategic thinking, and a commitment to continuous learning in dynamic business environments.

EDUCATION

B.A. (Voc) MOM (Modern Office Management)	2022-2025	College of Vocational Studies, New Delhi	7.3
CBSE (Class XII)	2022	DLD AV Model School, Shalimar Bagh, New Delhi	88%
CBSE (Class X)	2020	DLD AV Model School, Shalimar Bagh, New Delhi	89%

INTERNSHIPS

Public Relations Intern at CollegeTips.in,

July 2024–August 2024

- Enhanced relations of CollegeTips.in by influencing more and more people to work with us alongside gathering reviews of the masses for promotion of the organization.
- Assisted in marketing campaign planning and execution, improving brand engagement.
- Drafted AI-related reports for enhancing user experience in business operations.

Business Development Intern at TransCurators (content cloud startup),

September 2023 - October 2023

- Identify potential clients through various channels, such as social media, industry events, and online databases
- Scheduled and coordinated meetings between clients and sales teams, streamlining communication.
- Drafted and optimized email marketing campaigns to increase lead conversion rates.

Social Media Marketing Intern at Sharify Adverts,

August 2023 - September 2023

- Assisting in the creation of social media campaigns.
- Working closely with the marketing team to align social media content with overall marketing strategies

POSITIONS OF RESPONSIBILITY

Marketing head at MANAS Society (mental health) CVS

Mar 2023– May 2025

- Led 15+ members from various educational backgrounds at CVS, effectively developing comprehensive marketing strategies to achieve the society's goals and objectives.
- Strengthened the society's brand image and reputation through outreach initiatives.
- Designed and executed multi-platform marketing campaigns for events.

Operations Head at Vociferous Vocational Society CVS,

Jan 2024–May 2025

- Organizing events, campaigns, and activities, ensuring all logistics are in place.
- Supervising the team members, delegating tasks, and ensuring effective communication.
- Oversaw society operations, optimizing processes for maximum efficiency.

SKILLS

Hard Skills—Business Development & Lead Generation, Event Planning & Public Relations, Market Research & Strategy, MS Office (Excel, PowerPoint, Word)

Soft Skills—Leadership & Team Management, Communication & Interpersonal Skills, Problem Solving & Analytical Thinking, Attention to Detail & Time Management