

# ABHOY MAHATA

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## SUMMARY

Analytical Computer Science graduate with proven expertise in process management, operations coordination, and data analysis. Skilled in managing workflows, driving efficiency improvements, and collaborating across teams. Proficient in Microsoft Excel and process documentation. Adaptable and detail-oriented with a strong ability to work under pressure and flexible shift availability.

## WORK EXPERIENCE

### Chief Marketing Officer

Jul 2023 - Sep 2024

Ojaswi Student Organization | Lovely Professional University

- Managed process workflows and quality control for campaigns, improving efficiency by 15%.
- Tracked and analyzed performance data using Microsoft Excel to provide actionable insights.
- Coordinated internal communications across teams to ensure seamless operations and process adherence.
- Worked flexibly in high-pressure environments with adherence to deadlines.

### Event Manager

Aug 2023 - Oct 2023

EPS North India Sports Championship, Lovely Professional University

- Led the planning and scheduling of sports events, coordinating with multiple departments to align timelines and resource needs.
- Supervised team members to ensure quality standards and timely execution during the multi-day championship.
- Compiled post-event reports and feedback summaries to enhance efficiency for future editions.

### Event Management Head

Jan 2022 - Jun 2023

Ojaswi Student Organization | Lovely Professional University

- Led planning and execution of 10+ large-scale events, managing logistics, vendors, and schedules.
- Supervised and coordinated 20+ volunteers, ensuring task completion and adherence to timelines.
- Developed process documentation and standardized workflows, boosting team productivity by 20%.
- Maintained ongoing communication with stakeholders to align expectations and resolve issues.

## SKILLS & COMPETENCIES

- Operations & Process Management:** Workflow design, process documentation, quality control, SLA adherence
- Data Analysis & Reporting:** Microsoft Excel (formulas, pivot tables), data tracking, performance reporting
- Coordination & Communication:** Stakeholder management, professional emailing, teamwork
- Tools:** Microsoft Word, Excel, Outlook, MS Teams, Google Meet
- Soft Skills:** Adaptability, pressure management, shift flexibility, collaboration

## EDUCATION

### B.Tech Computer Science and Engineering

Aug 2020- June 2025

Lovely Professional University | Punjab, India

- Spearheaded the end-to-end operational planning and execution of over 10 high-volume university events.
- Managed a large team of volunteers and organizers, demonstrating strong leadership and people management skills.