SHASHWAT SINGH PUNDIR

CONTACT

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📍 Greater Noida, UP

SKILLS

- Microsoft Office Apps
- Problem Solving
- Strategic Planning
- Canva
- Research Analysis
- Change Management
- Business Management
- Business Communication
- Presentation & Public Speaking

LANGUAGES

- English (Fluent)
- Hindi (Fluent)

PROFILE

I'm a recent Bachelor of Business Administration (BBA) graduate with a strong background in strategic management, data analysis, and organizational behavior. I'm passionate about solving business challenges and improving efficiency by making data-driven decisions. Throughout my academic projects and internships, I've had the chance to lead teams, communicate across departments, and adapt to fast-paced environments. I'm excited to bring a fresh perspective and a collaborative approach to a management consulting role, where I can continue learning and help drive impactful solutions.

WORK EXPERIENCE

Inamigos Foundation   2024
Community Management

- Supported community engagement initiatives to strengthen relationships between the charity and local partners.
- Assisted in promoting fundraising events, helping increase volunteer participation and donor awareness.
- Managed community communications to highlight ongoing projects and success stories.
- Collaborated with team members to organize outreach programs.
- Created videos for promoting the NGO's goals.

Vinayak Automobiles   2024
Community Influencing

- Supported internal engagement initiatives to strengthen communication and teamwork across garage locations.
- Collected employee feedback and shared insights with management to improve workplace collaboration.
- Assisted in creating internal chain of communication to keep teams informed and connected.
- Collaborated with HR and operations teams to promote a positive, inclusive work environment.

EDUCATION

Bachelors in Business Administration   2022- 2025
Institute of Management Studies, Noida
Percentage : 68%

Class X   2020
Pragyan School, Greater Noida
Percentage : 65%

Class XII   2022
Pragyan School, Greater Noida
Percentage : 78%