

# Surabhi Chaurasia

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## 🧠 SKILLS

- Ability to Multitask
- Adaptability
- Time Management
- Ability to work under pressure
- Problem Solving Skills

## 📁 PROJECT

### **FH Vorarlberg, Austria Project**

Cross-Cultural Exchange Program between Indian and Austrian students

- Conducted a survey and made a report on Career paths in India and Austria
- Learnt about cross culture of both the countries

## 📖 COURSES

### **Business Analytics with Excel**

Simplilearn

### **Fundamentals of Digital Marketing**

United Latino Students Association

### **Introduction to Affiliate Marketing**

Simplilearn

🎯 **O Level - NIELIT**

## 📁 EXPERIENCE

### **Virkamal Logistics Solutions LLP**

Operations Intern

05/2023 – 07/2023 | Delhi, India

- Conducted an in-depth analysis of the clients operations and identified areas for improvement, resulting in an increase in efficiency
- Developed and implemented Key Performance Indicators for workers' performance analysis and warehouse HR Policies & Procedures for providing better work environment to warehouse workers

### **Radiant Cash Management Services**

HR Executive

11/2018 – 04/2022 | Lucknow, India

- Developed and implemented effective policies and procedures for HR, Finance, Operations and other administrative functions.
- Investigated theft, robbery and potential fraud cases and reported findings to the management.
- Designed and implemented a comprehensive training program that improved employee satisfaction and increased employee retention.
- Training, KYC and Background verification of new employees, Agreement and License Renewal, Attendance and PF records, Tracking appraisals and increments.
- Undertaking various Mandates (6 month - 1 year), Railway Mandate, ICICI Mandate, RPML Mandate

## 🎓 EDUCATION

### **PGDM Marketing & Business Analytics**

Bharatiya Vidya Bhavan's Usha & Lakshmi Mittal Institute of Management

07/2022 – 06/2024 | New Delhi, India

### **M.Sc. Mathematics**

Lucknow University

07/2015 – 06/2017 | Lucknow, India

### **B.Sc.**

Lucknow University

07/2012 – 06/2015 | Lucknow, India