

AARTI NEGI

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SKILLS

- Project Coordination
- Administrative Support & Vendor Management
- Team Collaboration
- Inventory & Asset Management
- Public Relations
- Time Management
- Conflict Resolution
- Report Preparation & Documentation
- Meeting Scheduling & MOMs
- Client Communication

EDUCATION

MBA in Project Management – *Dr. D.Y. Patil Vidyapeeth, Pune (Online)*

GPA: 8.26 (Sem 1), 8.70 (Sem 2), 8.71 (Sem 3)

Expected Completion: Dec 2025

B.Sc. in Medical Microbiology – *Santosh Medical & Dental College, Ghaziabad* | June 2021

Completed with Internship in Biochemistry, Pathology, Microbiology, Blood Bank

Senior Secondary (CBSE) – *C.S.H.P Public School, Ghaziabad* | 2017

High School (ICSE) – Scored 75% | 2015

EXPERIENCE

Admin & PR Officer

High-Five Global Network Pvt. Ltd., Noida | Jun 2024 – Jun 2025

- Managed daily operations including housekeeping, pantry, and security staff
- Coordinated vendor services (AC/Generator repair, office maintenance)
- Ensured compliance with POSH & workplace safety norms
- Conducted internal audits and improved cleanliness standards
- Resolved internal communication issues and enhanced staff relations

Business Strategist Intern

Vendify Pvt. Ltd., Noida | Jun 2024 – Sep 2024

- Created client settlement reports, invoices, and GSTR filings

- Assisted clients with real-time support on Vend-Track & ERP software
- Participated in strategic meetings and drafted Minutes of Meetings (MOMs)

Lead Generation Executive

High-Five Global Network Pvt. Ltd., Noida | Apr 2023 – May 2024

- Promoted Tally Software to potential clients
- Scheduled demos and coordinated with the UAE sales team
- Collected feedback and tracked client engagement

POSITIONS OF RESPONSIBILITY

Education Coordinator Volunteer | *Pehchaan The Street School (NGO)* | March 2022- June 2022

- Contributed to organizing awareness and educational support programs
- Helped manage student activities and coordinated volunteer teaching schedules

Workshop Volunteer

“Next-Generation Sequencing and its Implication in Agriculture and Human Health”

- Volunteered for a workshop organized by *Jaypee Institute of Information Technology, Noida*
- Assisted in event coordination and participant support | Dec 2022

PROJECTS

Office Operations Optimization Project Tracker (Excel-based)

- Developed a comprehensive Excel tracker to streamline office operations, including housekeeping schedules, vendor coordination, and maintenance logs
- Integrated conditional formatting, drop-downs, and status indicators to monitor task completion and optimize workflow efficiency
- Enhanced visibility for management, reducing manual follow-ups and improving interdepartmental coordination
- Contributed to increased operational transparency and timely resolution of facility-related issues

ACHIEVEMENTS / HOBBIES

- Cleared NEET exam twice (2017 & 2018)
- Reading self-help books
- Playing badminton
- Nature walks & volunteering activities