

KUSUM PUNIA

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INTRODUCTION

I'm a recent graduate with hands-on experience in management and collaboration through various university roles. I'm currently upskilling by practicing basic SQL, spreadsheets functions, and problem-solving through puzzles and quizzes. These efforts have helped to gain confidence and prepare for Associate-level opportunities. I am a hardworking individual who is motivated to learn from experience professionals in a hustling work culture.

TECHNICAL SKILLS

Spreadsheets | SQL

INTERPERSONAL SKILLS

Teamwork| Problem Solving| Adaptability| Leadership| Quick learning| Perseverance| Event Management

ACADEMIC EXPERIENCE

(Guru Jambheshwer University of Science & Technology, Hisar)

2022-2025

1. Department Placement Coordinator (DPC)

(3rd Year)

- **Managed a team** of 9–10 junior coordinators to lead multiple placement activities
- **Planned and executed** elocution competitions, industry interactions, and career guidance seminars
- Reached out to company representatives via LinkedIn and professional email communication
- Coordinated with **6–10 companies to create placement** opportunities for department students
- Facilitated placement for 25% of students through **coordination, and collaboration**
- Designed posters using **canva, Google Forms**, and emails ; efficiently used **ChatGPT**
- **Initiated events** by identifying relevant themes, drafting proposals, contacting speakers
- Closed events with professional **follow-up** through thank-you emails, collecting documentation (photos, summaries, attendance), and **submitting reports** to the TP cell

2. Coordinator – Speakhthon Club

(2nd Year)

- Motivated students consistently to overcome hesitation and **boost participation** in GD sessions
- **Tracked GDs and GWOAT** sessions regularly to ensure participation and monitor improvement
- Used basic Excel to create attendance sheets and maintain event related departmental records
- **Increased participation by 25%** and secured 1st position three times in university

ACADEMIC PROJECTS

- **Travel webpage using HTML & CSS**
Developed a travel webpage with destination links, contact form, and user-friendly layout
- **Hospital management system using C++**
Collaborated on a secure interface to retrieve, store, access, and add medical data with automated billing
- **Weather app GUI using Python**
Built a Python GUI to fetch and display real-time weather by city

EDUCATION

Degree	Year	University/School	CGPA / Percentage
B.Sc. Data Science	2022-2025	GJUST, Hisar	7.9
Grade 12 (PCM)	2021-2022	APS – Udhampur, CBSE	80.6%
Grade 10	2019-2020	APS – Udhampur, CBSE	90.7%