

# Nikita Gupta

Looking to utilize my technology and leadership skills in an esteemed organization. Well versed with managing projects and solving stress and conflict situations.

## WORK EXPERIENCE

### Project Management Intern, GAIL (INDIA) Ltd., Noida

Mar. 2021– May. 2021

- Managed the project status reports: including costs reports and project progress.
- Supported in solving problems: Identifying, resolving, and escalating any issues and risks as and when required.
- Handled the projects from initiation to closure with a committed goal of delivering on time, on budget, scope complete with a high level of quality and business satisfaction.
- Supported in managing and documenting any scope changes impacting schedule, budget, or quality.
- Supported in monitoring project team timesheet reporting to ensure proper project accounting.
- Supported in mediating between project collaborators and the project team.

### Associate Software Engineer, DXC · Internship

April 2021- Sep 2021

- Provides input for documentation and assists in documentation of new or existing programs to ensure information accessibility, as required.
- Participates in designing, developing, troubleshooting and analysing software programs that operate with hardware systems.
- Performed the research, design, definition and implementation of the product software applications.

### Sales Executive, Zolo Stays, New Delhi

July 2020 – Sep. 2020

- Assist customers by providing information and resolving their complaints.
- Answer customers' questions, and provide information on procedures or policies
- promote products and services to clients and negotiate contracts with the aim of maximising profits.

## CONTACT



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West Delhi - 110059

## EXPERTISE



- Project Management
- Digital Marketing
- Web Development

## SOFTWARES

- Agile
- Scrum
- Asana
- Jira
- Trello
- MS-Project
- MS-Outlook
- MS-Excel
- MS-Word
- MS-Power Point
- Python
- C#
- C++
- MySQL
- HTML
- CSS

## SOFT SKILLS

- Leadership
- Creativity
- Project Planning and Implementation
- Research
- Collaboration and Coordination
- Organisational Skills
- Time Management
- Risk Management
- Conflict Management
- Team Management
- Problem Solving
- Excellent Communication Skills (Written and Oral)

## **Intern, The Sparks Foundation, New Delhi**

**Mar. 2019 – May. 2019**

- Design, build, or maintain web sites, using authoring or scripting languages, content creation tools, management tools, and digital media.
- Write, design, or edit web page content, or direct others producing content.
- Provided continued maintenance and development of bug fixes and patch sets for existing web applications.

## **Event Coordinator, IOSD HACKATHON, New Delhi** **Feb. 2019 – Mar. 2019**

- Monitor event activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise.
- Organize registration of event participants.
- Meet with sponsors and organizing committees to plan scope and format of events, to establish and monitor budgets, or to review administrative procedures and event progress.

## **Event Manager, GTBIT (GATES), New Delhi** **Feb. 2019 – Mar. 2019**

- Plan and schedule programming and event coverage, based on broadcast length, time availability, and other factors, such as community needs, ratings data, and viewer demographics.
- Coordinate activities between departments, such as news and programming.
- Monitor and review programming to ensure that schedules are met, guidelines are adhered to, and performances are of adequate quality

## **EDUCATION**

**Dr. D.Y. Patil Institute of Technology**  
MBA in Project Management (2022-2024)

**Guru Tegh Bahadur Institute of Technology Rajouri Garden**  
B.Tech ECE (Aug 2017- July 2021)  
8.8 Overall CGPA

**MSD Sanjeevani Public School, New Delhi**  
12th (Apr 2016-Mar 2017)  
92% - CBSE Boards

**Sanjeevani Public School, New Delhi**  
10th (Apr 2014-Mar 2015)  
10.0 CGPA - CBSE Boards

## **LANGUAGE**

- English
- Hindi
- French
- Japanese

## **CERTIFICATIONS**

- Google Project Management (Coursera)
- Python
- Web Development
- Digital Marketing