

Sonali Sinha

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EDUCATION

IGNOU

Masters In Commerce

University OF Delhi, Delhi

Bachelors In Commerce (Hons)

Kendriya Vidyalaya Noida sec -24, UP

Secondary And Senior Secondary Education

Kendriya Vidyalaya Rajkot, Gujarat

Primary and Secondary Education

Noida, India

June 2021 - Sept 2024

Delhi, India

July 2017 - Sept 2021

Noida, India

Sept 2016 - May 2017

Gujarat , India

April 2004 - Sept 2016

SKILLS

Technical Skills: MSoffice, Excel , PowerBi

Language : SQL

Tools : Jira , Clickup, Trello, Asana

Soft Skills : People Management, Stakeholder Management , Communication, Negotiation Skills

WORK EXPERIENCE

Business Development Intern| SBI Life |[Link](#)

Aug 2023 - Dec 2023

- Responsible for Business Planning and Development and generating leads for the organisation.
- Marketed Products for the organisation. Devised a strategy and oversaw the development of business.

Event Coordinator |Wedding Icon Pvt Ltd |[Link](#)

Jan 2024 - April 2024

- Responsible for management of events, client management and coordinating with vendors to oversee the event.
- Managed overall Budget of the event along with resource management.

Project Coordinator Intern | Forage | [Link](#)

May 2024

- Drafted 8 user stories using Trello and prioritised them by estimating the relative level of effort required.
- Ran the scrum team's daily standup to effectively plan the day and energise the team members.
- Conducted a sprint review to gather feedback on the scrum team's work and a sprint retrospective to align on opportunities for improvements in future sprints

CERTIFICATION

Project Management Fundamental |IBM

Nov 2023

- Acquired key concepts knowledge on project Management.

CAPM Certification Course | Simplilearn

May 2024

- Mastered approaches to tackle conflict Management and people management.

PMP Certification Training | Simpli Learn |[Link](#)

May 2024

- Mastered in depth knowledge of project Management Fundamentals .

JP Morgan Chase & Co | Forage | [Link](#)

May 2024

- Mastered fundamentals of project management, scrum methodology and product backlogs.
- Acquired expertise in Stakeholder Management and Risk Management.

Accenture Project Management | Forage | [Link](#)

May 2024

- Acquired Fundamentals of project management, and developed proficiency in waterfall Methodology along with agile methodology.
- Mastered fundamental of resource management and change management.