

Snigdha Singh

Project Management Coordinator



I bring forth expertise in team building and leadership and quality control management for every job I take on. Adept in all aspects of project management including planning, budget management, and coordinating all working parts of a project.

✉ snigdha.singh.alld@gmail.com

📍 Noida, india

🗨 quora.com/profile/snigdha singh

📞 9005212391

🌐 linkedin.com/in/snigdha-singh-1ab299241

EDUCATION

M.Sc.

University of Allahabad

08/2012 - 06/2014

Allahabad

Zoology, specialization in Entomology

- Project on Olfactory behavior of dog
- Coordinated with a team of 8 for mapping life cycle of Monarch Butterfly.

B.Sc.

University of Allahabad

07/2009 - 06/2012

Allahabad

Zoology, Botany, Anthropology

- Project on sitting behavior of dog
- Made a collaborative research for polyandry in some parts of India.

WORK EXPERIENCE

Project Management Coordinator

i2u Social Foundation

09/2023 - Present

Noida

Achievements/Tasks

- At the Birlasoft-Joy of Giving event: I led multiple events that ran for a whole month, handling around 60+ participant NGOs at 7 locations of Birlasoft in different states of India. The skills I used included proposal development, budgeting, time management, calendaring, and conducting webinars.
- Hitachi - CSR Management: I led a CSR donation drive on behalf of Hitachi, during which sewing machines were donated to an NGO. The skills I utilized for this initiative included proposal development, budgeting, time management, and coordination.

SKILLS

Critical thinker and problem solver

Communication Skill

Effective time management

fast learner

Microsoft teams

calendar setting

Microsoft Office

Budgeting

Jira

CERTIFICATES

Google Project Management (07/2023 - 08/2023)

coursea

Designing a low fidelity prototype in Figma (07/2023 - 07/2023)

coursea

Creating and designing digital products using canva (08/2023 - 08/2023)

coursea

Foundation of UX (08/2023 - 08/2023)

coursea

LANGUAGES

Hindi

Native or Bilingual Proficiency

English

Full Professional Proficiency

INTERESTS

Learning new skills

Painting