

## Profile

Re-joined CUTS International as Programme Officer in March 2022 after 5 months - earlier worked for over 3 years till October 2021.

She is a detail-oriented and experienced Program and Marketing management Professional.

She has further gathered significant experience in managing the intricacies of several projects simultaneously.

She thus excelled in the processes of managing her work in a collaborative environment.

## Experience & Skills

She has over seven years of experience working in various organizations. She has strong programme implementation skills to help organise, and execute socio-economic development/impact programmes and events. Experience of working in a multicultural environment with varied stakeholders including the government and non-governmental agencies is an integral part of our requirement. Assist in the development and implementation of projects to achieve the successful outcome of the programme.

IHMR University  
Executive Assistant(SEAPHEIN) (January, 2021–  
March, 2022)

CUTS International: Centre for International Trade,  
Economics and Environment, Jaipur  
Programme Assistant (July, 2018 –October, 2021)

Teleperformance  
Technical Support Executive (2016-2018)

Lohagarh Fort Resort  
Sales Executive (2014-2016)

## SUMMARY CV

(Vandana)



**Position**  
Programme Officer

**Year of birth**  
1994

**Nationality**  
Indian

**Language**  
English and Hindi

**Qualifications**  
MBA, in Finance & Marketing (Maharishi Arvind  
Institute of Science & Management)

Graduation, Bachelors of Business  
Administration  
(Rajasthan University)

**Key skills**  
Microsoft Office: Word, Excel, Power Point,  
Outlook, One Drive Operating Systems:  
Windows, Mac OS, Planning & event  
management, Managerial Skills,  
Digital Marketing, Social Media Management,  
Decision Making, Problem Solving,

**Email Id**  
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