

ASHNA MUTREJA

✉ ashnarmutreja@gmail.com

☎ +91 9821164821

📍 Delhi, India

Summary

A people's person with strong organizational skills, a keen learner and observer.

Projects

As a trainee Montessori Directress I undertook projects in

- Montessori principles and philosophy
- Curriculum development (Indus valley civilization)
- Child development (speech disorders)
- Practical life exercises
- Sensorial
- Language
- Mathematics
- Social Sciences.

Education

Modern Montessori International (MMI) - London

Diploma - Montessori early childhood education, July 2019-current

Ranked in top 1% of the class

Udemy

Certificate course - Early childhood development - 'Read before school' online training

St Stephens College, University of Delhi

Spanish language, 1 year Certificate course, ranked 5th in class, August 2018 - April 2019

Jesus and Mary College(JMC), University of Delhi

B.A.(Honours)- Political Science, 2nd division, 2015

Convent of Jesus and Mary

CBSE - Grade 12, Commerce with Maths, 92.5%, 2012

Convent of Jesus and Mary

CBSE - Grade 10, 9.6 CGPA, 2010

Employment

CCU Pvt Ltd - Client servicing associate

2016 to 2018

- Managed sales activity for a leading manufacturer and wholesaler of umbrellas
- Client servicing and handling of complaints and feedback
- Coordinated with the production team as per the demands of the clients

Arete Advisors-Management Consulting - Analyst

2015 to 2016

Project: Performance improvement of the Indian jute industry

- Documented key upstream issues faced by the sector. Interviewed all stakeholders – farmers, dealers, mill owners, agencies and researchers
- Identified interventions that will improve the state of the sector and made recommendations to the industry
- Prepared a detailed report to be presented to the Government Of India

Project: Formulated a strategy plan for a leading hospital chain

- Conducted a market research study in the healthcare space for a renowned hospital chain
- Helped the client develop their five year growth strategy plan
- Evaluated market potential and assessed the competitive landscape of 5 cities in Tamil Nadu
- Analysed key drivers of choice and success factors in the market

IIM-Ahmedabad, Centre for Innovation Incubation and Entrepreneurship - Intern

June 2014 to July 2014

- Conducted sector wise analysis of start-ups, industry trends and market analysis
- Systematically set up a comprehensive database for the IIMavericks (IIM-Ahmedabad fellowship program) website
- Selected from 1200 applications from all over India

Teach For India - Recruitment intern

Aug. 2013 to May 2014

- Liaison between JMC and Fellowship Recruitment Manager to expand TFI's public outreach in JMC
- Organized Teach For India pre-placement talks on campus
- Executed creative events to spread awareness about Teach For India
- Successfully maximized number of applications from 0 to 26 in a span of 7 months

Gandhi Fellowship - Recruitment intern

Dec. 2013 to Dec. 2014

- Promoted their cause in college, organized pre-placement talk to help recruit potential candidates

Dineout - Marketing intern

June 2013 to July 2013

- Marketed 'dineout' coupons in major salons and spas across New Delhi
- Interacted with customers and conducted feedback calls
- As part of a team held meetings with corporates like British Airways and Walmart

Position of responsibilities

President - Marketing, Entrepreneurship cell (JMC)

Sept. 2014 to Apr. 2015

- Led a group of 13 members in acquiring sponsors for college events, successfully collected Rs. 30,000
- Successfully planned and executed three inter-college events at JMC
- Marketed the events in over 30 colleges across Delhi University

Volunteering

Jamghat, Volunteer

Taught Dance to underprivileged kids of an Orphanage

Ujaala, Volunteer

Taught English, Maths and Science to students of government schools

Environment Club, Convent of Jesus and Mary school, Member

Organised and participated in 'Clean Delhi, Green Delhi' drive

Awards

- Awarded Outstanding performance in Business Studies, Class 11
- Achieved C.B.S.E Scholarship for outstanding performance in Sanskrit Board Examination, Class 10
- 1st position, Symposium on Microfinance, Amity International School, class 11
- Ranked 8th in school in International Math Olympiad, Class 9
- 2nd prize, Inter House Chess Tournament, Convent of Jesus and Mary, class 12

Hobbies

Dance

Trained in street Jazz. Participated in five dance workshops at the Danceworx Performing Arts Academy

Music

Trained in Indian Classical Music, 1st position in music examination held by Gandharva Mahavidyalaya

Speech and Drama

Completed Grade 1 of Trinity College (London) Speech and Drama Exam with Merit