

# KAJAL KAUSHIK

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## PROFESSIONAL SUMMARY

Experienced culture management professional with strong focus on team collaboration and achieving results. Proven track record in fostering positive workplace environments, enhancing employee engagement, and driving organizational success. Skilled in conflict resolution, strategic planning, and change management. Known for adaptability and reliability in meeting evolving organizational needs.

## ACADEMIC HISTORY

\* Bachelors (Biotechnology) - 2018-2021

\* Masters (Biotechnology) - 2022-2024

## WORK EXPERIENCE

### **Sales & Marketing Coordinator** (Sep 2023 - March 2024)

Medanta Medicity, Gurugram

- Boosted revenue with marketing campaigns and CRM system implementation.
- Handled customer inquiries, upselling opportunities, and social media presence.
- Created training materials and optimized marketing content.

### **People & Culture (HR)** (April 2024 - January 2025)

Quikfood, Gurugram

- Managed global cultural exchange program allowing employees to experience different office environments.
- Enhanced inter-departmental communication and developed onboarding processes.
- Created engagement programs and collaborated with HR for talent acquisition.
- Negotiated benefits packages and provided leadership support.

### **Business Development Manager** (April 2025 – May 2025)

Tripathi Capital Pvt. Ltd.

- Worked on UAE process, conducting market research to identify business opportunities.
- Built strong client relationships and developed tailored business pitches.
- Collaborated with cross-functional teams to ensure high client satisfaction.

## AWARDS AND CERTIFICATION

- National Camp, NCC
- 3 ATC camp, NCC

- National Adventure Programme Camp, Scouting
- State Samagam, Scouting
- District Samagam, Scouting
- Basic & Nipun Camp, Scouting

## **SKILLS**

- Corporate social responsibility & Social media management
- Employee engagement
- Team building
- Adaptability
- Relationship building
- Strategic planning
- Public relations