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# Tanya Sachdeva

## Assistant Incubation Manager

UPES, Bidholi

Dehradun, 248006

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### SUMMARY

Experienced Incubation Manager with a proven track record in supporting startups and entrepreneurs. Skilled in providing comprehensive handholding support, conducting workshops, and fostering strong relationships with investors. Proficient in organizing impactful events, pitching sessions, and outreach programs to promote entrepreneurship and create a conducive ecosystem for startups. Collaborative and resourceful, with a deep passion for supporting the growth and success of startups. Ready to bring my expertise, leadership, and dedication to a new organization, contributing to the development and empowerment of emerging entrepreneurs.

### EXPERIENCE

#### **Runway-UPES, Dehradun** - *Assistant Incubation Manager*

January 2024 - Present

- Managed Pre-incubation Program.
- Provided operational support for daily activities of Incubator.
- Facilitated regular communication with startup participants.
- Organized and generated reports on activities for Institution's Innovation Council (IIC).
- Coordinated Entrepreneurship Faculty Development Program.
- Orchestrated Events such as TIE Dehradun, Moonshot, etc.
- Led Bootcamps to foster Startup Ecosystem in Uttarakhand.
- Organized networking events and outreach programs.
- Provided extensive support to startups,
- Conducted workshops and facilitated mentoring sessions.

#### **All Indian Institute of Local Self-Government, Gwalior** - *Project Associate*

March 2022 - December 2023

- Managed Gwalior Smart City Development Corporation Ltd's Incubation Center.
- Provided comprehensive support to startups.
- Organized workshops and facilitated mentoring sessions.
- Developed investor relationships and facilitated funding opportunities.
- Conducted networking events and outreach programs.
- Supported 20 startups with resources and growth opportunities.

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## Jain and Rai Company, Gwalior

Jan 2019 - Feb 2022

- Handled Accounts and Bill Management, ensuring all financial records were up-to-date.
- Monitored spending and budgets for better financial control.
- Collected and analyzed data to make informed decisions.

## EDUCATION

### Institute of Technology & Management (ITM GOI) , Gwalior - *Bachelor of Engineering (BE)*

June 2014- May 2018

Stream: Computer Science and Engineering(CSE).

CGPA: 7.33 on a scale of 10.

### Muffet Hill H.S. School , Gwalior - *State Board of Secondary Education*

Higher Secondary - 67.00% .

Senior Secondary - 73.67%.

## PROJECTS

- Development of Web Application
  - Team Size: 2 Members.
  - Overview: The application provides the information for the previous year papers of universities to the students.
  - Key Role: Inception of idea then implementation.
- Development of Snake Water Gun Game.
  - Overview: It is a computerized Game.It is played by one player at a time.
  - Key Role: Backend development.

## TRAINING

- J2EE training at NUMERIC INFOSYSTEM PRIVATE LIMITED from 22nd June 2017 to 5th August 2017

## SKILLS

- Leadership and team management skills
- Strategic planning for startup incubation
- Mentoring and networking abilities
- Strong financial management and budgeting skills
- Effective communication skills (verbal and written)
- Proficient in organizing startup events
- Excellent relationship-building skills
- Problem-solving mindset
- Entrepreneurial mindset and adaptability.

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## Certificates

- British English Council B1 Level Certified.
- Certificate for Self-Defense Camp Successfully Conducted.
- A Day of Volunteering in a Muskaan NGO for the 2016 World Records.
- Certificate of Participation in the "Battle of the Brain" by the ITM Group of Institute.
- Volunteering for the "Futsal" Event Hosted at ITM University.

## Language

- English
- Hindi