

ROLL NUMBER: P25707039


Poorvi Seth
Female

DOB

16-Apr-2003

TECHNICAL SKILLS

- MS Office
- MS Project
- lean management
- six sigma
- G suite
- mendeley
- Trello
- KANBAN
- CMIE
- ProwessIQ
- CANVA
- LCA assessment
- MINITAB

PERMANENT ADDRESS

190E MAYUR VIHAR PHASE 1
POCKET 1
City: East Delhi
State: Delhi
Pincode: 110091

LANGUAGE

- English
- Hindi
- German

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-ENS	NICMAR University, Pune	8.84	2027
Graduation	SHRI MATA VAISHNO DEVI UNIVERSITY KATRA JAMMU AND KASHMIR	80	2024-May
Intermediate	CENTRAL BOARD OF SECONDARY EDUCATION CBSE NEW DELHI	89.2	2021-Jul
High School	CENTRAL BOARD OF SECONDARY EDUCATION CBSE NEW DELHI	75	2019-May

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 30 Weeks)
IMPRI (IMPACT AND POLICY RESEARCH INSTITUTE CAPITAL)

08-Jan-2025 - 08-Apr-2025

12 Weeks
PROFILE: RESEARCH FELLOW

1. Conducted literature reviews, secondary data analysis, and policy briefings on contemporary socio-economic and development issues.
2. Assisted in the design, execution, and documentation of qualitative and quantitative research projects.
3. Collected, cleaned, and interpreted data using relevant analytical tools.
4. Drafted research paper, blog articles, and event reports for publication on the IMPRI platform.
5. Supported the organization of webinars, panel discussions, and policy dialogues with academics, policymakers, and practitioners.
6. Collaborated with research teams to prepare presentations, infographics, and knowledge dissemination materials.
7. Monitored recent policy developments and synthesized key insights into accessible formats for wider audiences.

RELIANCE JIO

31-May-2023 - 31-Jul-2023

8 Weeks
PROFILE: HUMAN RESOURCE INTERN

Completed an HR summer internship, gaining hands-on experience in talent acquisition, employee engagement, and HR operations. Enhanced skills in recruitment, communication, and organizational planning while contributing to key HR initiatives. Learned Human Resources Information Technology (HRIT) and Accounting.

National Skill Deveopment Corporation NSDC

08-May-2026 - 08-Jul-2026

8 Weeks
PROFILE: Research and Development Intern
Job Role / Nature of Work

Worked as a Research/Data Analysis Intern - Labour Market & Skill Sector, embedded in NSDC's research function, translating official Periodic Labour Force Survey (PLFS) 2025 microdata (MoSPI/NSO) into skill-policy inputs spanning raw data engineering, applied labour-market analytics, and policy proposal writing.

Key Work Areas

- ? PLFS 2025 Microdata Parsing & Processing Extraction, decoding of fixed-width unit-level files (person/household), application of survey weights, and construction of LFPR, WPR,

- and Unemployment Rate indicators in R, validated against MoSPI's published Table 18.0.
- ? Skill-Sector Research Analysis - Cross-tabulated vocational/technical training status (type, duration, funding source) against employment outcomes, NIC-2008 sector, and state, to surface skill gaps relevant to NSDC's programme targeting.
 - ? State Proposal Writing - Drafted evidence-based proposals for state governments to establish skill-centric hubs, using PLFS-derived state labour-market profiles and skill-gap findings to justify hub location and sector focus.
 - ? ISCO Occupational Coding - Mapped India's NCO codes to ISCO-08 (with reference to ISCO-88) occupation classifications; restructured occupation-code datasets from horizontal to vertical layouts for analytical use.

Skills Learned

- ? Technical: R (readr, dplyr, readxl, archive, stringr, haven), fixed-width data decoding, survey-weight application, Excel-based cross-tabulation and data restructuring.
- ? Analytical: Official survey methodology (usual status/CWS concepts), indicator validation against published benchmarks, occupational classification systems (ISCO-08/88).
- ? Applied/Policy: Converting statistical evidence into state-level policy proposals; sector-gap identification for skill-programme design.
- ? Data governance/confidentiality practice for unit-level survey data, structured technical report writing.

Roles & Responsibilities

- ? Parsed and decoded PLFS 2025 unit-level microdata; validated indicators against MoSPI's official Table 18.0.
- ? Analyzed skill-training patterns against employment outcomes to identify state/sector skill gaps for NSDC.
- ? Drafted state-level proposals for establishing skill-centric hubs, backed by PLFS-derived evidence.
- ? Mapped and harmonized NCO occupation codes to ISCO-08/88 classification standards.
- ? Maintained data governance and documentation discipline for unit-level survey data handling.

Tools & Techniques Used

- ? R (readr, dplyr, readxl, archive, stringr, haven) - microdata extraction, decoding, weighting.
- ? MS Excel - cross-tabulation, layout/code-sheet reference, horizontal-to-vertical data restructuring.
- ? Survey methodology - usual status/CWS classification, final weight application, benchmark validation.
- ? Occupational classification mapping - ISCO-08/ISCO-88 crosswalk against India's NCO codes.

CERTIFICATION DETAIL

- Foundations of Project Management by Google
- Generative AI & ESG
- Fundamentals of Data Analysis in Excel
- ESG AND CLIMATE RELATED REPORTING FOR ACCOUNTANTS

ACHIEVEMENT DETAIL

Academic Achievements 1. NMAT 2024 - 93 Percentiler 2. Recipient of merit cum need based scholarship 1st Semester 2021 BBA (Hons) Shri Mata Vaishno Devi University CGPA-8.753. Ranked in Top 10 Academic Excellent Students of Bachelors of Business Administration Hons Batch 2021-2024.4. Merit cum Mean based scholarship at IMPRI YWLPPF Young Women Leader in Public Policy Fellowship Program , Winter School 2025.Co curricular Achievements 5. Secured 3rd position in poetry writing university level on world student day 15th October 2023.6. Selected for Pre Republic Day Camp university level for Republic Day 2024.

