



Resume: Mitali Mahajan

Personal Information

- **Name:** Mitali Mahajan
 - **Contact No.:** +91-73023 31008
 - **Location:** Bareilly
 - **Email:** mahajanmitali360@gmail.com
-

Objective

Aspiring bioinformatics professional with experience in management, training, teaching, and bio-research internships. Eager to contribute my diverse skill set and passion for learning to a dynamic and growth-oriented organization.

Educational Qualifications

- **M.Sc. (Pursuing)** - Khandelwal College of Management Institute, Bareilly (MJPRU Bareilly)
 - **B.Sc.** - Bareilly College, Bareilly (MJPRU University) - 68%
 - **Class 12th** - U.P. Board - 63%
 - **Class 10th** - U.P. Board - 73%
-

Professional Experience

- **Manager** | Swar Sahitya Publication
 - Managed operational tasks and team communication.
 - Assisted in content review, editing, and organizing.
- **Training Counselor** | Scout Guide

- Provided training and guidance to students in various activities and leadership development.
 - Organized workshops and events to promote the Scout Guide program.
 - **Teacher** | T.C.J.D Public School (2022–2023)
 - Taught Science, Social Studies, Hindi, and Moral Studies to students from grades 1 to 8.
 - **Research Assistant** | Seaitix Bio Research (June 12, 2024 – Present)
 - Assisting in bioinformatics research projects and data analysis.
 - Gaining hands-on experience with research tools and methodologies.
 - **Coaching Experience**
 - Teaching students from PNC to graduation level for the past 7 years.
 - Schools include GRM, Vedi, Hartmann, St. Francis, Basubaral, Soltis, Saraswati Vidya Mandir, Sarvodhya Public School (UNIC), Sarvodhya Public School, and Jawahar Inter College.
-

Skills and Strengths

- **Bioinformatics Tools:** Proficient in using various bioinformatics tools for data analysis and research.
- **Content Management and Communication:** Skilled in creating, managing, and communicating content effectively.
- **Leadership and Training:** Capable of leading teams and conducting training sessions for skill development.
- **Time Management:** Efficient in organizing tasks and meeting deadlines.
- **Teaching and Mentoring:** Experienced in teaching and mentoring students across different subjects and age groups.
- **Social Media Management:** Proficient in handling social media platforms for educational and promotional purposes.
- **Problem-Solving:** Strong analytical skills with the ability to work independently or in teams.

- **Goal-Oriented and Resourceful:** Committed to achieving goals with innovative solutions.
 - **Microsoft Office Proficiency:** Skilled in MS Word, Excel, PowerPoint, and Teams.
 - **AI Tools:** Familiar with AI tools like ChatGPT for research and content generation.
 - **Content Writing:** Experienced in writing educational, scientific, and creative content.
-

Subjects of Interest

- **Grades 1st to 8th:** Hindi, English, Social Studies, Science, Art, Mathematics, and General Knowledge
 - **Grades 9th and 10th:** Science, English, and Hindi
 - **Grades 11th and 12th:** Biology and English
-

Achievements and Certifications

- Participation in national and international conferences and workshops on bioinformatics.
- Attended a webinar on professionalism in AI and ChatGPT.
- **NCC Achievements:**
 - 2 Certificates from Combined Annual Training Camp
 - Participation Certificate from NCC Directorate, Uttar Pradesh, for *Ek Bharat Shreshth Bharat Saptah* (Sept 21–26, 2020)
 - Participation in *All India Girls Trekking Expedition (Ajmer Trek)* (2021)
 - NCC 'B' Certificate with Grade 'C'
 - NCC 'C' Certificate with Grade 'B'
- **Academic and Artistic Achievements:**
 - First position in *Bhartiya Sanskriti Gyan Pariksha*
 - Participation in *Ulaja Art Competition*
 - Awarded *Best Artist* by KCMT for drawing scenery without an eraser in 10 minutes
- **Literary and Research Contributions:**
 - Certificate of Participation in poetry competition

- Co-author of anthologies with four publications
 - Compiler of the anthology *Dastak*
 - **Biotechnology Involvement:**
 - Participation in slogan writing and poster presentation with *Karyon Biotech Association*
 - PowerPoint presentations recognized by the *Department of Biotechnology, Bareilly College*
-

Appreciation Certificates

- Appreciation Certificate from 8 UP Girls Battalion for participation in *Swachhta Pakhwada* (Dec 5–15, 2020)
 - Certificate of Excellence by *Iconic Quote* as an inspiring writer
 - Appreciation Certificate for scoring above 70% in Class 10th by *Students Welfare Society*
 - Certificate of Appreciation by *Helping Hands Bareilly* for supporting needy individuals
 - Certificates for outstanding contributions in art, literature, and research
-

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Place: Bareilly