

# Kalindi Suchak

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A highly adaptable Management MSc graduate from the University of Leicester, recognized for outstanding contributions to the School of Business. Demonstrated exceptional communication and leadership skills, acknowledged through the Dean's Award for outstanding contributions. Skilled in business analysis, stakeholder engagement, event management, and group seminar facilitation. Proven proficiency in diverse roles such as Student Ambassador, Sustainability Ambassador, and Postgraduate Student Representative. Certified in consultancy projects, reflecting a commitment to skill enrichment and people-oriented project management. With experience in retail and fluency in multiple languages, I am well-equipped to excel in strategy consultancy and similar roles, driving client and people engagement while delivering positive outcomes for organizations.

## EDUCATION

• **The University of Leicester**, Leicester, UK September 2022-Jan 2024  
Management MSc – Merit; Association of MBA (AMBA) and Chartered Management Institute (CMI) Accredited  
Key modules: Management Decisions and Risk Analysis, Management in Practice, Management Project, Marketing Management, Accounting and Finance for Managers, Business Economics, Managing Change and Uncertainty, Managing Digital technologies and Business Analytics and Organizational Behaviour

• **University of Mumbai – Mithibai College**, Maharashtra, India June 2018-May 2021  
Bachelor of Science : GPA: 8.93/10  
1<sup>st</sup> Year Subjects: Microbiology, Zoology, Chemistry, 2<sup>nd</sup> Year Subjects: Zoology, Chemistry 3<sup>rd</sup> Year Major: Zoology

• **Maharashtra State Board**, Maharashtra, India June 2015-May 2017  
Higher Secondary Certificate: Science – Merit  
Main Subjects: Physics, Chemistry, Biology, Mathematics and Information Technology (IT)

## EXPERIENCE

**University of Leicester**, Leicester, UK

*Student Ambassador*

September 2022- Jan 2024

### General Duties:

- Assisted in conducting and recruiting students for on-campus events at School of Business such as Postgraduate Induction, Re-Freshers Fair, Careers Fair inauguration, Global Mix-and-Mingle café and Campus tours receiving positive student feedback. Signposted struggling students to Welfare, Wellbeing, Student Support, Library, Academic Skills Centre, Accessibility, and Students Union as per discretion and provided materials and resources related to career choices as required.

- Supported continuous improvement of student experience by consistently reporting feedback, issues, and trends to support staff colleagues, establishing a reputation as a positive role model and trusted student ambassador.

- Guaranteed student satisfaction by providing information and guidance on academic and non-academic inquiries, offering empathetic one-to-one and group support on academic, emotional, and social issues.

- Sensitive supported students navigating difficult situations to offer a safe space to talk and provide relevant assistance.

- Initiated appropriate action in cases of student well-being concerns in line with school regulations while adapting to strict confidentiality of student information.

### Study Well - Student Facilitator:

- Engaged in comprehensive training by Weaver Insight and actively facilitated over 75 Wellbeing Conversations for first-year undergraduate students, utilizing the Amiko Card system, creative action coaching, and reflective activities to enhance well-being, communication skills, and personal growth while demonstrating strong presentation, interpersonal, and adaptability skills.

- Applied creative action coaching techniques to empower students, fostering resilience and deepening listening skills during peer coaching sessions, while promoting personal growth and effective teamwork.

- Facilitated reflective activities and encouraged creative thinking among students, leveraging questioning, active listening, and kindness to unlock new insights, all while collaborating with professionals and colleagues from diverse backgrounds, showcasing strong communication, adaptability, and teamwork.

### *Sustainability Ambassador / Carbon Literate*

April 2023 – Sept 2023

- Attended meetings, engaged, and collaborated with faculty, staff, and student organizations to organize workshops, events, and campaigns focused on sustainability education and awareness.

- Motivated fellow students to take an active role in sustainability efforts on campus and beyond.

### **Fame Fashions**, Leicester, UK

*Retail Floor Assistant (Part-Time)*

July 2023

- Specialized in customer service and product presentation during tenure at the fashion retail store, managing the till expertly, ensuring accurate financial transactions, and providing efficient customer checkout experiences.

- Focused on visual merchandising of clothing sections, shoes, toys, makeup, and various accessories to ensure an intuitive shopping experience for customers creatively displaying items by category such as day wear, party wear, and children's clothing, enhancing skills in visual aesthetics, customer engagement and offering tailored recommendations based on their needs.

- Took on the responsibility of inventory management and store upkeep in a separate aspect of the role at the fashion retail store, conducting detailed stock checks, skillfully restocking items, and maintaining the store's overall cleanliness and order. Involvement in these areas developed attention to detail and the ability to maintain high standards of store presentation, crucial in a fashion retail environment.

## POSITIONS OF RESPONSIBILITY

University of Leicester – School of Business, Leicester, UK

Jan 2023 -September 2023

*Employability and Enterprise Committee (EEC)*

*Postgraduate Student Representative*

- Actively engaged with academics and professionals across the School of Business, attending meetings and networking events to represent postgraduate student interests within the Employability and Enterprise Committee, contributing to discussions, decision-making processes, and fostering collaboration with stakeholders to enhance employability initiatives.
- Supported the continuous enhancement of postgraduate student employability by facilitating effective communication, promoting awareness of resources, and advocating for increased access to initiatives within the School of Business community.
- Demonstrated unwavering commitment to student representation and advocacy, serving as a reliable liaison between postgraduate students and committee members, while fostering a positive and inclusive environment conducive to student engagement and collaboration

## AWARDS AND EXTRA-CURRICULAR INVOLVEMENTS

University of Leicester, Leicester, UK

1. Recipient of Dean's Award 2024 for Outstanding Contributions to the University of Leicester School of Business. (1 Recipient out of Winter 2024 Graduating Cohort)
2. Practera Consultancy Project (July 2023):  
Obtained PCA Projects Completer certification and a LinkedIn badge from Practera, collaborating in a diverse virtual team to solve authentic business challenges, provide marketing, sustainability, and growth solutions for the allotted client, and gain valuable real-world skills and insights, fostering professional growth and networking opportunities.
3. Careers and Employability: Radical Sustainability (June 2023)
  - Consultancy Challenge: Sustainable Innovator. Project: A Miniature Nuclear Reactor. Link: <https://bit.ly/UoLRadicalSustainability>
  - Carbon Literacy Project: Carbon Literate Qualification complete.
4. Represented the School of Business and the MSc Management by participating in a reaccreditation visit with an external accreditation panel. (21 March 2023)

## VOLUNTEERING AND COMMUNITY ENGAGEMENT

Vaishnav Youth Organisation Education

Since Jan 2024

*Volunteer Teacher*

Passionate volunteer engaging students aged 10-15, who are eager to reconnect with their cultural roots. Through tailored community teaching sessions, I facilitate exploration and understanding of their heritage, incorporating elements such as arts and crafts, festive celebrations and their scientific alignment, chanting, and cultural appreciation to empower and enrich their journey of self-discovery and cultural connection.

University of Leicester Students Union Victoria Park Cleanup Initiative

2023

Actively volunteered in the University of Leicester Students Union Victoria Park Cleanup Initiative, contributing to the cleanliness and environmental well-being of the local community.

**Soft Skills:** Customer service; Teamwork; Communication; Interpersonal skills; Event hosting support; Social media engagement techniques; Outgoing and confident personality; Campus activations; Recruiting; Student success initiatives; Feedback reporting; Group instruction; Empathetic communicator; Active listening; Student motivation

**Hard Skills:** Strategy Research and Consulting; Information gathering and analysis; Administrative abilities;

**Technical Skills:** Microsoft Excel; PowerPoint; Word; Outlook; Teams; Canva; Smartphone proficiency.

**Transferable Skills:** Customer service; Recruiting; Feedback reporting; Group instruction; Social media engagement techniques; Confidentiality focused.

**Languages:** English, Hindi, Marathi, Gujarati.