

GAUTAM RAJ

Student | Aspiring Founder's Office / Strategy Intern

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PROFILE SUMMARY

A student with early exposure to responsibility in cooperative and non-profit environments, comfortable working close to decision-making and execution. Interested in learning how founders and leadership teams operate, while using technology as a practical tool to support operations, coordination, and problem-solving. Brings ownership mindset, structured thinking, and fast learning ability rather than claiming deep technical expertise.

EDUCATION

Bachelor of Computer Applications (BCA)

Maulana Mazharul Haque Arabic & Persian University

2022 – 2025 (Non-attending)

Bachelor of Technology (CSE) – Discontinued

Amity School of Engineering & Technology, Maharashtra

Left due to health and personal circumstances

EXPERIENCE

Cooperative Society (Government-linked)

Operations & Strategy Support (Title adjusted for clarity)

2023 – Present

- Worked closely with leadership on planning, coordination, and operational decisions
- Supported digitization efforts using spreadsheets and documentation systems
- Coordinated stakeholders and managed day-to-day execution support
- Contributed to structuring processes rather than hands-on technical development
- Gained early exposure to responsibility, governance, and real-world constraints

Note: Role involved elected leadership responsibilities; title simplified for professional clarity.

Strayniya Welfare Association (NGO)

City Fund Management & Operations

2024 – Present

- Managed tracking of funds, records, and reporting for transparency
 - Planned and coordinated donation campaigns and outreach activities
 - Maintained documentation and compliance-related records
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- Used digital tools (Sheets, Docs) to organize financial and operational data
- Focused on execution and accountability rather than policy-making

PROJECT & PRACTICAL WORK

FiveM (GTA V RP) – Lua Scripting

Independent Developer (Project-based)

- Built and modified Lua scripts for private RP servers
- Implemented job systems, event handling, permissions, and commands
- Integrated Discord roles with in-game logic
- Debugged runtime issues and improved script stability
- Servers were deployed but later discontinued due to non-technical management issues

Stack: Lua, FiveM API, JSON, Discord integration

Android App (Learning Project)

- Designed complete UI flow using Penpot
- Assembled a working Android app using Android Studio with reference-based code
- Focused on understanding structure and flow rather than low-level coding
- Experience limited to exposure and learning, not independent development

TECHNICAL EXPOSURE

Comfortable With

- Static HTML pages
- UI/UX design (Figma, Penpot, Canva)
- Git & GitHub (basic workflow)
- Lua scripting (above beginner level)

Assisted / Exposure-Level

- Frontend development using AI-assisted workflows
- CSS and UI fixes with guidance
- Database query execution using phpMyAdmin (queries generated with assistance)
- Android Studio (assembly-level experience)

SKILLS

1. Execution & Ownership

- Translating ideas and requirements into actionable steps
 - Structuring workflows and breaking problems into tasks
 - Following through on execution under minimal supervision
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- Supporting decision-makers with structured inputs and updates

2. Operations & Coordination

- Stakeholder coordination and follow-ups
- Campaign and task planning
- Managing records, documentation, and operational data
- Working within real-world constraints (time, people, resources)

3. Technology (Practical & Assisted)

- Static web pages using HTML
- Frontend UI fixes and layout adjustments (AI-assisted)
- Lua scripting for FiveM servers (events, commands, logic)
- Using AI tools to generate, validate, and refine technical solutions
- Understanding system flows even when not writing all code manually

4. UI / UX & Design

- Designing end-to-end UI flows and screen layouts
- Creating wireframes and prototypes in Figma and Penpot
- Improving usability and clarity based on user perspective
- Communicating design intent clearly to developers or tools

5. Data & Tools

- Managing operational data using Google Sheets & Docs
- Executing and validating database queries via phpMyAdmin (assisted)
- Version control basics using Git & GitHub
- Organizing information for reporting and transparency

6. Professional Skills

- Clear written and verbal communication
- Comfort working under senior leadership
- Adaptability in fast-changing environments
- Learning quickly when given responsibility
- Balancing autonomy with accountability

WHAT I'M LOOKING FOR

Entry-level Founder's Office / Strategy / Operations / Generalist Intern roles where I can:

- Work close to founders or leadership
 - Learn decision-making, execution, and coordination
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- Use tech as a supporting tool, not the core identity
- Grow into management roles through real responsibility