**CURRICULUM VITAE**

**SWATI**  Mobile No.: 7905432536

Mail: swatisg5421@gmail.com

**CAREER OBJECTIVE**

Seeking a career to utilize my knowledge and personal skills to gain comprehensive understanding of a reputed organization so as to make responsibility and perform duties significantly.

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualifications** | **Name of institute** | **Board/University** |  **Year** | **Percentage/ Division** |
| MBA(Finance & HR) | Institute of Co-operative & Corporate Management, Research & Training, Lucknow | Dr. APJ Abdul Kalam Technical University, U.P. | (2015-2017) | 64.68% |
| B.Com | Career Convent Degree College, Lucknow | Lucknow University | 2013 | 50.3% |

**WORK EXPERIENCE**

**Organization:** GLOTECHVIDYA SOLUTION PRIVATE LIMITED

**Designation:** HR Manager

**Duration:** 11th June 2018 – 8th December 2018

**Location:** Lucknow

**SUMMER INTERNSHIP**

**Company name:** Ventura Securities Limited, Branch office, Lucknow

Six weeks vocational training from 20th June 2016 to 5th August 2016 and got the proper knowledge of financial procedure and stock market operations.

**Topic:** “Investors perception regarding various investment avenues available at the stock market”

My project highlights on the investment avenues like mutual funds, bond market and derivative market available at the stock market.

**RESEARCH PROJECT**

**Topic:** “Hedge funds – the investing alternative for institutional investors and the advent on the retail market”

My project highlights on the institutional investors which help in investing in the stock market. The main objective of this research is to provide comprehensive overview of different funds.

**PROFESSIONAL COURSES**

* Successfully completed the course from University of Minnesota on Coursera on 10th July 2018. **“Human Resource Management: HR for People Managers Specialization”.**

Licence No. KCQ3Y57ERM33

Credential URL: <https://www.coursera.org/account/accomplishments/specialization/certificate>

* Successfully completed the course from [Macquarie University](https://www.coursera.org/learn/excel-intermediate-2) on Coursera on 25th May 2020. **“Excel Skills for Business: Essentials”.**

License No. 242SP32BTUKC

* Successfully completed the course from [Macquarie University](https://www.coursera.org/learn/excel-intermediate-2) on Coursera on 31st July 2020. **“Excel Skills for Business: Intermediate I”.**

License No. 8Y7KYLJXAY65

* Successfully completed the course from [Macquarie University](https://www.coursera.org/learn/excel-intermediate-2) on Coursera on 20th July 2020. **“Excel Skills for Business: Intermediate II”.**

License No. JE2VXC6544WB

**COMPUTER SKILLS**

Well versed & computer friendly with software operations MS Office having knowledge of MS-Excel.

**FUNCTIONAL SKILLS**

* Teamwork
* Good communication skills
* Problem solving ability
* Positive attitude

**EXTRA CURRICULAR ACTIVITIES AND ACHIEVEMENTS**

* Actively participated in “Budget 2017” Seminar held at IIM Lucknow.
* Attended a workshop on “Start a New Business” held at ICCMRT Lucknow.
* Took part in the marathon held at IIM Lucknow.
* Actively participated in the college fest “Parwaaz”.

**PERSONAL DETAIL**

Address: House No. - 711, Sector- 6, Vikas Nagar, Distt.–Lucknow 226022 (U.P.)

Date of birth: 30th August 1992

Marital Status: Single

Nationality: Indian

Languages Known: English and Hindi

**DECLARATION**

I hereby declare that the above mentioned information is correct to my knowledge and belief. I bear the responsibility for the correctness of the above mentioned particulars.

Date: 11/07/2018

Place: Lucknow (SWATI)