**Resume**

**Divyanshi Gautam**

**Address: Hans Khera, Para, Lucknow 226009**

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**Objective:**

I am looking for a position as HR Executive/IT Recruiter or similar one. I have almost 2.2 years of experience in Facilitating Soft Skills, English Language and Personality Development. I have strong verbal and written communication skills. I have a team of 3 people and guide them in delivering the best as I am the most senior person in my branch.

**Education:**

* Bachelor of Education from

University of Lucknow (2019- 2021)

* Bachelor of Business Administration from

University of Lucknow (2016-2019)

* Intermediate from

Navyug Kanya Vidyalaya Inter College, Uttar Pradesh (2016)

* High school from

Navyug Kanya Vidyalaya Inter College, Uttar Pradesh (2014)

**Skills:**

* Soft skills expert
* Networking
* Communication skill
* Leadership
* Language trainer

**Technical skills:**

* **Microsoft-**

1- Word 2-Excel 3- PowerPoint

* **Google-**

1- Sheets 2- Slides 3- Docs

* **Knowledge of Google Meet and Zoom, video conferencing solution**

**Experience:**

**Freedom Employability Academy**

**Facilitator/Personality Development Trainer**

**22 July 2021 to till now**

Worked at Freedom Employability Academy as a Facilitator of English language relied upon to assess and look after 80+ students throughout the term for 2.2 years.

**Work**: Teach curriculum of the Freedom Employability Academy using English and make students more skilful for their career. More than 6 months’ experience of taking online classes.

**Responsibility**: Taking 4 sessions in a day, attending 20 students in a batch, and managing the whole branch with peers.

**Skills**: Command on English language, Management skills, Strong communication, problem solving skills, act like a guide or mentor, knowledge of working on excel and fundamental computers.

**MOOCs:**

* MS Excel course from coursera
* Public speaking MOOC from Coursera
* ChatGPT for HR by Great Learning
* Hiring Staff Course by HP Life
* HR Analytics Course

**Trainings and workshops:**

* Email writing
* Servant leadership
* Communication at work
* Feedback and coaching
* Project management