




DANIYA IMRAN KHAN

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CAREER OBJECTIVE

My career objective is to secure a role within an organization that offers both a highly rewarding environment and an opportunity to make significant contributions towards its profitability. I aspire to leverage my skills and expertise to drive growth and success while gaining valuable exposure and knowledge, ultimately establishing a promising and prosperous career trajectory.


TECHNICAL SKILLS

- Web Design
- Design Thinking
- Digital marketing
- MS Power BI
- VBA skills
- Google Analytics
- Quality Management
- Product Management
- Project Management

SOFT SKILLS

- Hiring
- Onboarding
- Interviewing
- Social media
- Communications Recruiting
- Human Resources

INTERNSHIPS

 Organization Unschool, Hyderabad

: Designation Human Resouce intern

: Duration: 30 days

*LOR attached

ROLES AND RESPONSIBILITIES:

- Take interviews daily for sales marketing domain.
 - Hire candidates based on their performance in interview.
 - Reach out different candidates who have applied to the
 - Updating the Google sheets daily.
 - Reporting to manager daily.
 - Work on Google sheets and excel sheets.
 - Screening candidates.
 - Onboard candidates.
-  *Organizatio: Internshala*
Designation : Internshala Student Partner
Duration:

- Promoting Internshala: Actively promoting Internshala's
- initiatives, programs, and opportunities among students on your campus and through various online channels.
- Organizing Events,Generating leads,Mentoring,social media promotion,Representing Internshala
- Generating Leads: Actively reaching out to students and encouraging them to register on the Internshala platform.
- Providing guidance and assistance in creating profiles, applying for internships, and availing other resources.
- *Organizatio: Livo, Hyderabad*
 - *Designation : Digital Marketing intern*
 - *Duration: 30 Days*

Responsibilities:-

- Work closely with the core team, assisting them with day-to-day operations and management.
- Monitoring project status and assisting in identifying and mitigating potential bottlenecks.
- Keep track of project timelines and deliverables.
- Schedule and manage content across social media platforms.
- Monitor social media handles to maintain a positive online presence.
- Prepare marketing reports and presentations to showcase successful campaigns.
- Monitor engagement and adapt strategies to enhance audience interaction.
- Conduct in-depth market research and draftSEO-optimized content to enhance online visibility and collaborate with the team.

SCHOLISTIC QUALIFICATION

- Pursuing Bachelor's of Business Administration from United University, Prayagraj with 8.86 CGPA till last semester.
- 2022 Senior Secondary (XII) from Mother Haleema Public School, Bhadohi, CBSE Board.
- 2020 Secondary (X) from Tender Hearts English School, Bhadohi, CBSE Board.

WORKSHOPS:

- Attended Jatan Shah's workshop on Power BI
- Attended Tareeqa Global's workshop on Human Resources

ACHIEVEMENTS:

- Been part of Samsung's Solve for tomorrow program 2023
- Participated and successfully completed •National business Quiz competition 2023 by ITM Gwalior
- Completed virtual internship of Campus Recruitment at Forage
- Participated in Government's organized quiz : SWARAJ Quiz & G-20 summit Quiz
- Pursued certified Personal Branding course from Udemy
- Completed Google Analytics certification from Great Learning
- Pursued Digital Marketing course from GOOGLE
- Completed Google Analytics certification from Great Learning
- Pursued Digital Marketing course from GOOGLE
- Completed course on Social Emotional Learning for Youth Waging Peace from UNESCO
- Completed AWS Blockchain Training Certification course.
- Completed Google Analytics certification from Google.

To Whomsoever It May Concern

Subject: Letter of Endorsement for Daniya Imran Khan

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With great pleasure, I endorse **Daniya Imran Khan**. She did an amazing job as a **Human Resource Intern** by conducting interviews for the candidates and focusing completely on talent acquisition. Followed by brainstorming sessions and conducting HR activities for the recruited candidates while maintaining the culture. She has truly excelled in the role and recruited the right set of candidates who have contributed to the organization.

I am sure she will be a great addition to any team or role the person takes up and will excel at it. With this, I would take this opportunity to wish her all luck with future endeavors.

Contact me at **+91 9885258257** and vishal.r@unschool.in for further perusal.

Yours faithfully,
Team Unschool

