

EDUCATION

Bachelor of Business Administration (B.B.A.)

United University

2022 - 2025

WORK EXPERIENCE

Human Resources (HR)

Unschool, Virtual

Internship • Jul 2023 - Aug 2023 (1 mos)

- Take interviews daily for sales marketing domain.
- Hire candidates based on their performance in interview.
- Reach out different candidates who have applied to the internship via internshala.
- Uprating the Google sheets daily.

Internshala Student Partner

Internshala, Virtual

Internship • May 2023 - Jul 2023 (2 mos)

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 int.

POSITIONS OF RESPONSIBILITY

Hired more than 200 candidates throughout the internship and have actively taken interviews on a regular basis,maintained leads,updating Google sheets,reporting to manager.

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.

TRAININGS

Product Management

Unschool, Online

Sep 2023 - Present

I am currently doing this training program where I've got 2 industrial projects regarding the same.

SKILLS

English Proficiency (Spoken)

Intermediate

Product Management

English Proficiency (Written)

Advanced

Interpersonal Skills

Beginner

Advanced

Effective Communication

Google Analytics

Advanced

Beginner

Digital Marketing

**Human Resource
Information System
(HRIS)**

Intermediate

Advanced

Google Workspace

Recruitment

Intermediate

Advanced

Data Analytics

Data Anlaysis

Intermediate

Advanced

ADDITIONAL DETAILS

Following certificate achieved: Personal Branding by udemy
SEL by UNESCO
Google analytics by great learning
Certificate of appreciation on national business quiz by ITM
gwalior
Digital marketing by Google
ISO 9001:2015 Alison
Business Analysis skillup