

# ADITI SRIVASTAVA

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## CAREER OBJECTIVE

Aspiring to build a career in the Human Resource Division of a leading corporation where my acquired skills and knowledge can be best utilized for the better functioning of the organization and to work with maximum commitment and sincerity.

## ACADEMIC QUALIFICATION

Program	Institute/Board	Percentage	Completion
MBA (HR & Marketing)	Deen Dayal Upadhyay Gorakhpur University	7.25 SGPA	Pursuing
Bachelor of Commerce	Deen Dayal Upadhyay Gorakhpur University	55.72%	2019
Intermediate	CBSE	81.6%	2016
High School	CBSE	8.6 CGPA	2014

## FIELD OF INTEREST

- Human Resource Management
- Marketing Management

## INTERNSHIP

### HR Intern at Maruti Suzuki Arena

- Understanding Job Requirements
- CV Screening
- Organization structure analysis
- Understanding Standard Operational Procedures related to the departments.

## COMPUTER SKILLS

Package	MS OFFICE- MS Word, MS Powerpoint, MS Excel
Operating Software	WINDOWS 10/8.1/7/XP

## KEY STRENGTHS

- Positive Work Attitude
- Efficient Communicator and Interpersonal skills.
- Good problem solving ability
- Creative and Reliable
- Quick Learner, Team Worker & Self-Initiator

## ACHIEVEMENTS

- Passed my Intermediate with Honours.
- Won several Inter-College singing competitions.
- Participated in debates and other Extempore.
- Successfully handling my personal social media page with impressions increasing at a high rate.
- Worked as HEAD COORDINATOR in the major events of the college.
- Successfully COORDINATED multiple college events.
- Participated in many college events like Singing, Dance and Theater.

## PERSONAL INTERESTS

- Cooking
- Photography
- Singing
- Blogging

## PERSONAL DETAILS

<b>Father's Name</b>	Mr. Alok Kumar Srivastava
<b>Mother's Name</b>	Mrs. Neelam Srivastava
<b>DOB</b>	24/09/1999
<b>Gender</b>	Female
<b>Nationality</b>	Indian
<b>Marital Status</b>	Single
<b>Address</b>	House number- 8, post- New Shivpuri Colony, Rustampur, Gorakhpur