

SHREYA SRIVASTAVA

ASPIRING HR PROFESSIONAL, DIGITAL MARKETING, MEMBER OF HR CLUB

SUMMARY

Motivated and enthusiastic HR professional. Currently pursuing PGDM from ISBR business school, Bangalore. Completed multiple internships and volunteer work with a focus on recruitment, employee engagement, and training and development. Strong communication skills and a passion for building relationships with employees and managers. Seeking an entry-level HR position to apply my knowledge and skills to support a dynamic and diverse workplace.

CERTIFICATION

Conflict Management

Principle of Management

Advance Excel

Introduction to Digital Marketing

CONTACT

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📍 Bangalore, Karnataka

in <https://www.linkedin.com/in/shreya-srvstv/>

LANGUAGES

English

Hindi

INTERNSHIPS

IT Recruiter Intern

Frantiger Business Consulting Pvt. Ltd.

Jul 2021 - Dec 2021

- Worked in HR department of the company and contributed in the hiring process.
- Supported HR administration activities, such as maintaining employee records and updating the HR information system.
- My job role was to examine the JDs coming from client companies and recruiting the suitable candidates according to their profiles along with my team.

Hiring Executive

Unsung Crackers Ltd. *May 2021 - Jul 2021*

- Assisted in the recruitment and selection process, including reviewing resumes and conducting interviews.
- Assisted in the development and implementation of HR policies and procedures.

EDUCATION

Post Graduation Diploma in Management

International School of Business and Research

Jul 2022 - Present

Bachelor in Commerce

Isabella Thoburn College *Jul 2019 - Jul 2022*

Intermediate

Rani Laxmi Bai Memorial School

Apr 2018 - Mar 2019

High School

Rani Laxmi Bai Memorial School

Apr 2016 - Mar 2017

SKILLS

- Presentation
- Leadership Skills
- Recruitment and selection
- Time management and organization