

EDUCATION

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

UKA Tarsadia University (Gujarat)

2018 - 2021

Percentage: 78.25%

Senior Secondary (XII), Commerce

Kendriya Vidyalaya Sangathan (KVS)

(CBSE board)

Year of completion: 2018

Percentage: 73.50%

Secondary (X)

Kendriya Vidyalaya Sangathan (KVS)

(CBSE board)

Year of completion: 2016

CGPA: 8.40/10

INTERNSHIPS

HR Intern

Jankalayan Multi Propose Education Society, Virtual

Dec 2021 - Present

<https://drive.google.com/file/d/1C9nQrwhgwB0jP-lz9hV0cZppzQUCPKhC/view?usp=drivesdk>

https://drive.google.com/file/d/1C5lFxmSnmpZ6cxjFzfwtY7HpzzHzTy_E/view?usp=drive

Call interested candidates and confirm interview

Data collection about new candidates

Operations

Analystt.ai, Virtual

Dec 2021 - Dec 2021

Handling large data sets , Quality check

Searching new data from different websites like as Linkdin , zauba. Corp. etc.

Updating funding company through Youstory website.

TRAININGS

Business Analytics

SIMPLILEARN, Online

Nov 2021 - Dec 2021

This course help me to explore new features of excel and analysis data in excel .

Data's of company analysis with different statistical method like as Regression, correlation, Covariance etc. reading.

Pie charts, Histogram, line graph etc.

Advanced Excel

Internshala Trainings, Online

Dec 2020 - Dec 2020

Successfully completed a four weeks online certified training on Advanced Excel. The training consisted of Getting Started with Excel, Excel Basics, Formulas & Functions, Working with Data and Advanced Concepts modules. In the final assessment, I scored 54% marks.

Communication Skills

Tata Consultancy , Online

Apr 2020 - May 2020

I have done career edge course Knockdown the lockdown which is all about how to communicate in business world.

PROJECTS

Study on employees perception towards HR practices

Mar 2021 - Apr 2021

https://drive.google.com/file/d/1EnW9NFL1AUX396cc_adL_WNok97jx__m/view?usp=drivesdk

I have done this project in Mahindra and Mahindra motors showroom where I have study about their employees perceptions towards HR practices in their organization.

Zee entertainment enterprises

Jun 2020 - Jul 2020

<https://drive.google.com/file/d/1AID40GyjEfn8t-OEO-YoQ8pEv9nDfw21/view?usp=drivesdk>

I have done my summer internship project on Zee entertainment enterprises where I have learn companies financial position , growth areas , human resources policy where they believe in employees engagement during work and learn skills on the workplace

SKILLS

English Proficiency (Written)

Intermediate

English Proficiency (Spoken)

Intermediate

WORK SAMPLES

Other portfolio link

<https://drive.google.com/file/d/1eZXx7LAFJuUERTX0yzuk0EHPcl9ddHHK>

ADDITIONAL DETAILS

https://drive.google.com/file/d/1Ua_cBKW3gSH9rcKj_TzHh771pXlwAdBO

https://drive.google.com/file/d/1WB63BUZzsl95cSPv2Pg-oSEnZPnRxnH_/view?usp=drivesdk