

**EDUCATIONAL
QUALIFICATIONS**

<u>EXAMINATION</u>	<u>INSTITUTION</u>	<u>PASSING YEAR</u>	<u>MARKS</u>
B.A(H) Philosophy	Daulat Ram College, Delhi University	2021	7.89 CGPA
ISC (12 th STANDARD)	Mother Teresa Mission Higher secondary school	2018	83.5%
ICSE (10 th STANDARD)	Mother Teresa Mission Higher Secondary School	2016	83.5%

*Aggregate of 6 semesters

WORK EXPERIENCE

WORKING AS THE HR EXECUTIVE AT SMAP LOGISTICS PVT LTD – 12/DEC/2023- TILL DATE

- Collecting, Scanning and Sorting job applications for candidate and calling deserving candidate for the interview.
- Assisting and coordinating in daily HR activities, including interacting with the managers of the other departments.
- Maintain employee data and kept updated accounts of all employment records
- Administered payroll, company benefits packages ,and team building meeting.

WORKING AS THE OFFICE EXECUTIVE AT SWARAJ MEDICAL INSTITUTE – 5/SEP/2020-AUGUST /2022

- Handle filling and data entry as requested.
- Serve as the face of the company ,offering Handle filling friendly services to those entering the institute or calling in on the phone.
- Check ,sort and forward mails.

HR INTERNSHIP ,POCKET FULL OF WORDS – 1/APRIL/2020- 30/JUNE 2020

- Collecting, Scanning and Sorting job applications for candidate and calling deserving candidate for the interview.
- Assisting and coordinating in daily HR activities, including interacting with the managers of the other departments.
- Awarded as the best intern of the month with letter of recommendation and appreciation.

HOLD POSITION AS THE CULTURAL SECRETARY OF PHILOSOPHY DEPARTMENT 05/09/2019- 5/8/2020

- Made posters and videos to be used for promotional purposes.
- Managed the social media handles of the department.
- Support event and Fund Raising planning efforts.
- Managed various teams under the department.

VOLUNTEER AT THE PLACEMENT CELL OF DRC (2018-2020)

- Marketing of the various events and seminars as conducted.
- Helping the core team to contact companies for recruitment/ internship opportunity.

VOLUNTEER AT LEADER FOR TOMORROW, NGO**10/08/2018-31/12/2019**

- Taught slum children.
- Worked on strategies to increase the reach.

**VOLUNTEER AT HAMARA-SANKALP, NGO
31/12/2019****02/01/2019-**

- Taught slum children
- Worked under the creative team

KEY SKILLS

- Proficient in Basic MS Office.
 - Good Leadership qualities.
 - Good communication skills.
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