

Arpita Srivastava

HR and Marketing Trainee

Focused professional with 2 months of experience and proven knowledge of team leadership/motivation, team building, and performance evaluation. Aiming to leverage my skills to successfully fill the desires of the company.

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WORK EXPERIENCE

Intern

FCA. Madhur Jain & Co. Chartered Accountants, Lucknow

06/2017 - 06/2017

Lucknow, India

Achievements/Tasks

- Learned about the Tax deducted at Source(TDS).
- Communicated with and coordinated the preparation of documents with team members.
- Analyzed, processed, evaluated and documented large data sets.

Intern

Hindustan Aeronautics Limited(HAL)

07/2018 - 07/2018

Lucknow, Uttar Pradesh

Achievements/Tasks

- Learned how HAL managed their recruitment process.
- Performed detailed analysis of problem and all possible solutions.

EDUCATION

Masters of Business Administration

Shri Ramswaroop Memorial Group of Professional Colleges

06/2018 - 06/2020

Lucknow, Uttar Pradesh

Percentage

- 70.57%

Bachelor of Administration (BBA)

Integral University

06/2015 - 06/2018

Lucknow, Uttar Pradesh

Percentage

- 78.58%

SKILLS

Microsoft Office

Problem Solving

Communication Skills

Team Meetings

Business Development

Strong Work Ethic

Time Management

Adaptability

CERTIFICATIONS

Participated in Business Quiz 2017.

Integral University, Lucknow

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

Singing

Reading

travelling