

CURRICULUM VITAE

PERSONAL DETAILS

Name: Shriya Baranwal.

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Address for Correspondence: Sadawarti Chowk Azamgarh



CAREER OBJECTIVE

Seeking to work in an organization to earn work experience in the field of Human Resource. Also, to be a successful professional in a globally respected company and to achieve the objective of the company with honesty and fairness and to continuously upgrade my knowledge and skills.

ACADEMIC QUALIFICATION

Examination Passed	Board / University	Year of Passing	Division/ %age of Marks	Subjects / Specialization
MBA	AKTU	2022	84%	HR & MARKETING
B.B.A.	MGKVP	2020	72%	GENERAL
12 th	CBSE	2017	69%	COMMERCE
10 th	CBSE	2015	68%	—

OTHER CERTIFICATES

- Certification of Tally.ERP9 with GST

SUMMER TRAINING DETAILS

1. **Company Name : Grapevine Hotel** (carried-out for one month in UG)

Responsibility:

- I was responsible for issuing the different kind of letter's like (offer letter, joining letter) and ID cards.
- Collecting the CV, after short listing call them for the interview.

2. **Company Name : Mahindra And Mahindra Ltd.** (carried-out for two month In PG)

Responsibility:

- Responsible to oversee the daily biometric of the employees
- Document verification as well as maintained them properly like (aadhar card, pan card, bank ac. details). Also upload the same to the portal of the company.
- Generating the employee code from the portal.
- Scheduled the training of the new joiner's, also motivating the other employees to participate in the training program.
- Distribution of the uniform, Handles conflicts and disciplinary action.

PROFESSIONAL EXPERIENCE

Institution/Company	Date (From – To)	Designation
Eureka Forbes Ltd	6 th Feb,2021- Jan. 2022	Sales consultant

Responsibility:

- Making phone calls on the regular basis to retain the customers and for improving the relationship with the customers.
- Taking the appointment for the demo.

Institution/Company	Date (From – To)	Designation
Stockart	Feb,2022- Till Date	HR Manager

Responsibility:

- Responsible for whole recruitment process as (Candidate screening, Conducting interviews & Document verification) etc.
- Maintain employee's record.
- Update policies.
- Manages all payroll processes.
- Responsible for internship program at Pan-India level.

PERSONAL STRENGTHS AND SKILLS

- Desire to learn new things
- Self -motivated
- Decision making skill
- Adaptability
- Coordination
- Team work

ACHIEVEMENTS

- Successfully passed online quiz on Business Management organized by Hindu College, Moradabad.

WORKSHOPS, AND TRAINING PROGRAMMES ATTENDED

- Workshop on MS EXCEL at School of Management Sciences Varanasi
- Workshop on PERSONALITY DEVELOPMENT at School of Management Sciences Varanasi

PERSONAL DETAILS

Father's Name : Mr. Ramesh Chand Baranwal
Marital Status : Unmarried
Date of Birth : 21 /07/1998
Permanent Address : Sadawarti Chowk Azamgarh

Place: Azamgarh

Date: 04 / 08 / 22

Signature: