

AKANKSHA RAJPOOT

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Jhansi, Uttar Pradesh, India

[resume_web](#)



EDUCATION:

Course	College/School	% /CGPA
BBA (HR & CS)	Shoolini University, Himachal Pradesh	8.4 cgpa
12th(2024)	SaraswatiVidhyaMandir(Jhansi,U.P)	63%
10th(2022)	SaraswatiVidhyaMandir(Jhansi,U.P)	77%

Career Objective

Motivated and enthusiastic BBA student with a dual specialization in Human Resource and Computer Science, currently in my 6th semester at Shoolini University. Eager to begin my career in an organization where I can apply my technical knowledge, interpersonal skills, and academic training to contribute meaningfully in HR or IT-related roles.

Skills:

- **Human Resource Tools:** Employee documentation, HR basics, communication skills
- **Technical Skills:** Python (beginner), MS Office (Excel, Word, PowerPoint), Tally
- **Other Tools:** Canva (for basic designing), Google Workspace
- **Soft Skills:** Communication, Problem-solving, Teamwork, Time Management.

Academic Projects & Work:

- Passionate about gardening and music
- Volunteered in college recruitment assistance programs
- Interested in combining HR analytics with tech

Academic Projects & Work:

1. **Employee Record System (Mini Python Project)**
 - Created a simple CLI-based Python app for adding, searching, and managing employee records.
 - Focused on clean logic building and beginner-level data handling.
2. **HR Policies Presentation (MS PowerPoint)**
 - Created and presented mock HR policies in a team using MS Office tools.
 - Simulated onboarding process for employees.

Languages Known:

- Hindi (Native)
- English (Professional Proficiency)

Certifications:

- 1- **Tally Essentials Training** – Basic Accounting using Tally ERP
- 2- **MS Office Proficiency** – Completed internal university module
- 3- **Introduction to Python** – Self-learned via online platforms