

# PALLAVI BHARTIYA

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## PROFILE SUMMARY

MBA graduate specializing in HR and Marketing, with strong communication and leadership skills. Focused on applying HR strategies and management practices to drive organizational growth and enhance employee engagement

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## STRENGTHS AND EXPERTISE

- MS Excel
  - MS Power point
  - Basic Computer Operations
  - Flexible
  - Negotiation Skills
  - Client Relationship Management
  - Team Leadership
  - Communication
  - Operations Management
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## PROFESSIONAL EXPERIENCE

### Volunteer | Housing Finance Workshop

25 Sept 2024 - 27 Sept 2024

- Assisted senior team members in ensuring smooth communication and operational efficiency.
- Collected, organized, and managed customer data with attention to detail.
- Interacted with customers, addressing queries and providing satisfactory solutions to enhance their experience.

### Intern | South East Central Railway (SECR)

May 2024 - June 2024

- Completed a one-month internship gaining real-world experience in the operations of one of the largest and most intricate transportation systems globally.
- Engaged with various departments to understand daily operations and their interconnectivity.
- Observed and analyzed the challenges and opportunities within the railway system, enhancing knowledge of public sector dynamics.

### Office Assistant Intern | Indian Public School

May 2022 - June 2022

- Managed data entry, documentation, and general office tasks with accuracy and efficiency.
  - Ensured organized file management for streamlined operations.
  - Fostered a professional work environment through effective communication and collaboration.
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## EDUCATION

**Master's of Business Administration** - Guru Ghasidas Central University, Bilaspur Chhattisgarh

**Bachelor's of Commerce(Honours)** - Guru Ghasidas Central University, Bilaspur Chhattisgarh

**Higher secondary ( 10 + 2 )** - Progressive Convent School ( CGBSE )

**Higher secondary ( 10 )** - Progressive Convent School ( CGBSE )

