



**RADHIKA SHARMA**  
M.B.A. (Major + Minor) - Human Resource Management ,  
Marketing  
Ph: +91-9753625611  
Email: ms22ms501348@medicaps.ac.in  
Indore, Madhya Pradesh, India - 452014



## BRIEF SUMMARY

Eager to work at an organization with consistently high employee satisfaction ratings. Hoping to apply skills to continually advance policies and improve communication between employees and management. Passionate about creating meaningful strategies to create and implement internal company culture.

## EDUCATION

<b>Medi-Caps University</b> M.B.A. (Major + Minor) - Human Resource Management , Marketing   CGPA: 8.43 / 10.00	2022 - 2024
<b>Govt. college, Multai</b> B.Com. - computer application   Percentage : 74.40 / 100.00	2018 - 2021
<b>Govt excellence school, Multai</b> 12 <sup>th</sup>   MPBSE   Percentage: 83.40 / 100.00	2018
<b>Govt excellence school, Multai</b> 10 <sup>th</sup>   MPBSE   Percentage: 81.80 / 100.00	2016

## PROFESSIONAL EXPERIENCE

<b>khandelwal super market</b>   Retailing General manager <b>Key Skills:</b> customer handling   inventory management   human resource management   databases management 1. While working in that super market I learnt that how a customer is totally different with other.. And how to deal with them accordingly. 2. I learnt to handle human resource in the organisation , 3. Built the health relationship with customers and as well as employees, 4. Customer retention and employees wellbeing	29 Oct, 2021 - 15 Aug, 2022
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## INTERNSHIPS

<b>Anaxee Digital Runners Pvt Ltd</b> Human resource intern <b>Key Skills:</b> Human resource management   recruitments   Employees onboarding process   Database management   Interpersonal skills   work under pressure As a fresher,holding no experience in corporate, It was a great experience working there,I learnt- 1. work under pressure 2. company's data management 3. Got to learn a new software "Airtable" similar of advance Excel. 4. learnt recruitment process 5. on-boardinh of an employee 6. Payrolls 7. Corporate sectors knowledge. 8. Teamwork	07 Jun, 2023 - 05 Aug, 2023
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## SEMINARS / TRAININGS / WORKSHOPS

**Human resource management workshop** Institute Name: Tarieeqa global solutions

**Leadership in the knowledge economy**  
Institute Name: AIIMA

**Growth marketing**  
Institute Name: Indian Institute of Management Indore

**Chat gpt in field of human resource**  
Institute Name: Great Learning

### **GST training program**

**Institute Name:** Eduhome institute

### **How to make effective presentation**

**Institute Name:** Expressions Learning and witty gossip

### **Role of women entrepreneurs in global senerio**

**Institute Name:** Radha Devi goinka mahila Mahavidyalaya, Akola

### **Human capital management**

**Institute Name:** Great Learning

### **stategic management course**

**Institute Name:** Mediacaps University

**Key Skills:** Ceative thinking, planing of starategy

## **AWARDS AND SCHOLARSHIPS**

- MP govt's Medhavi scholarship scheme on getting above then 75% in 12th std
- Central sectors scholarship on getting above 80%in 12th std

## **KEY EXPERTISE**

Typing skills, communication , leadership, work under pressure, interpersonal skills,

## **CO-CURRICULAR ACTIVITIES**

- Students placement coordinator in Mediacaps University Management volunteer in Mediacaps University

## **EXTRA CURRICULAR ACTIVITIES**

- Event cordinator of college opportunity concleva and management day

## **PERSONAL INTERESTS / HOBBIES**

- Writing poems, spritual, philosophical thoughts
- Traveling,driving
- Interacting with people

## **PERSONAL DETAILS**

**Gender:** Female

**Marital Status:** Single

**Current Address:** Sarwanand nagar,bholaram ustad marg,  
Bhawarkuan, Indore ., Indore, Madhya Pradesh, India - 452014

**Emails:** ms22ms501348@mediacaps.ac.in , radhikasharma12455@gmail.com

**Date of Birth:** 28 Apr, 2001

**Known Languages:** Hindi, English

**Permanent Address:** Tilak ward, Multai District Betul Madhya Pradesh,  
Multai, Madhya Pradesh, India - 460661

**Phone Number:** +91-9753625611