

# Sakshi Saini

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## OBJECTIVE

Driven and enthusiastic individual with a passion for human resource management, currently pursuing a degree and seeking an HR Intern role to contribute to talent acquisition, employee engagement, and organizational development. Equipped with strong interpersonal and analytical skills to support HR processes and foster a collaborative workplace culture. Committed to continuous learning and adding value to the organization through innovative solutions and a proactive approach.

## EDUCATION

### • ISBR Business School

Post Graduate Diploma in Management

July 2024 - Present

Bangalore, India

### • Munger University

Bachelor of Science Zoology (Hons)

April 2019 - December 2022

Bihar, India

## SKILLS

**HR Skills:** Recruitment processes, onboarding, employee engagement, HR documentation.

**Soft Skills:** Communication and interpersonal skills, problem solving and decision making, Adaptability, and team collaboration.

**Technical Skills:** MS Office Suite (Word, Excel, PowerPoint), Power BI, VLOOKUP, Pivot Tables, and Data Analysis.

## POSITIONS OF RESPONSIBILITY

- **Class Representative:** Acted as the primary liaison between faculty and students, addressing academic concerns and organizing events.
- **Seminar and Workshop Organizer:** Coordinated multiple college-wide seminars and workshops, managing logistics and ensuring smooth execution.
- **Project Coordinator:** Led a team of 8 members for a project, monitoring progress, delegating tasks and ensuring that deadlines were met.
- **NSS Secretary:** Managed and coordinated activities of the National Service Scheme, promoting social responsibility and community involvement within the university.

## EXTRACURRICULAR ACTIVITIES

- **NGO Sankalp:** Volunteered to provide coaching to underprivileged children for school-level competitive exams such as Navodaya and Sainik School.
- **College Debating and Cultural Society:** Active member of the debating and cultural society, participating in events and competitions.
- **Badminton:** Passionate about badminton, regularly participating in college tournaments and local competitions.

## ACHIEVEMENTS

- **Winner, Case Study Competition (ISBR Bangalore - Case Divas):** Secured first position in the prestigious Case Study competition, showcasing problem-solving and analytical skills.
- **Winner, "The Pitchers" Startup Pitching Competition (Ecell, ISBR Bangalore):** Won the Startup Pitching Competition organized by the Ecell, demonstrating innovation and entrepreneurial skills.
- **Winner, National Youth Parliament:** Won the national Youth Parliament competition, demonstrating leadership, public speaking, and debating skills.

## CERTIFICATIONS

- **Microsoft Certification (MS D365 Business Central)**
- **HR Analytics and Data Interpretation**
- **Crafting Pay in India: Master Payroll Certification**  
Keka Academy, March 2, 2025
- **Diversity, Equity, Inclusion and Belongingness Certification Program (DEIBCP)**  
ISBR Business School Bangalore, March 2025