

## WORK EXPERIENCE

### Business Development (Sales) • Internship

May 2025 - Jun 2025

Younity, Virtual

Converted sales for a revenue of ₹4000+ for the company I learned how to make a resume and how to develop your professional knowledge

### Human Resources (HR) • Internship

May 2025 - Aug 2025

Shine Projects, Virtual

Learnt how to post jobs on different websites and portal Screening and coordination with them for the final interview round by the company

### Accounting & Tally • Internship

May 2025 - Jun 2025

Rohit Raj And Company, Virtual

### Human Resources (HR) • Internship

Jul 2024 - Oct 2024

Talentship Global Advisory Forum, Virtual

1. Assist in the recruitment process by posting job openings, reviewing resumes, and scheduling interviews.
2. Support the onboarding process for new hires, ensuring a smooth transition into the organization.
3. Help develop and implement employee

## EDUCATION

### Bachelor of Commerce (B.Com), Commerce With Maths

2023 - 2026

Mount Carmel College, Bangalore

### Senior Secondary (XII), CBSE

2023

Commerce

Sarala Birla Public School (A Unit Of Bharat Arogya & Gyan Mandir), Ranchi

Percentage: 85.40%

### Secondary (X), ICSE

2021

BISHOP WESTCOTT GIRLS SCHOOL NAMKOM

Percentage: 86.50%

## TRAININGS / CERTIFICATIONS

### Tally

Apr 2025 - Present

NIST Academy, Ranchi

### Customer Relationship Management

May 2024

Great Learning, Virtual

Learnt how to attract customers and build a economic relationship between them

### MS-Excel

May 2023 - Aug 2023

NIST Academy, Ranchi

## PROJECTS

### SHIMM PROJECT

Oct 2024

It is a startup company in which our company is providing the consulting service

I am playing as a HR who looks after all the hiring needed and as one of the minor who suggests some of the questions to be asked

### SKILLS

- |                               |                                |                                 |
|-------------------------------|--------------------------------|---------------------------------|
| • MS-Excel                    | • English Proficiency (Spoken) | • English Proficiency (Written) |
| • MS-Word                     | • MS-PowerPoint                | • MS-Office                     |
| • Time Management             | • French Proficiency (written) | • Recruitment                   |
| • Canva                       | • HR Analytics                 | • Hindi Proficiency (Spoken)    |
| • Hindi Proficiency (Written) | • Performance Management       | • Effective Communication       |
| • Tally                       |                                |                                 |

### EXTRA CURRICULAR ACTIVITIES

- Currently I am serving as the: Joint Secretary of CEE Association Sergeant at arms core team of Rotaract club Data and documentation sub head of mcciie
- I participated in the nestle flagship program and I earned this certificate by completing various games which involved critical thinking, problem solving,how to react in rush situations,traffic management in a company, quantitative analysis etc.
- Led a team of 7 volunteers to plan and conduct a smooth functioning in a security club

### ADDITIONAL DETAILS

- Was awarded as the campus influencer program
- Acknowledged by completing company's Target within time