

SHUCHI SHUKLA

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CAREER OBJECTIVE

Motivated postgraduate student seeking an entry-level position in HR Operations where I can start my career as an HR Executive and gradually grow into HR Coordination by contributing to recruitment support, employee coordination, and administrative HR tasks.

EDUCATION

BFIT College, HNBGU Garhwal University -M.Sc. Information Technology (Pursuing)

shrikrishna upadhyaya mahila mahavidyalaya, rudrapur -B.Sc. (2024)

EXPERIENCE

- Assisted in HR coordination and professional communication
- Supported interview scheduling and follow-ups
- Handled documentation and record keeping

CERTIFICATIONS & WORKSHOPS

- Digital Marketing Workshop (3 Days) – RankMantra, BFIT Group (April 2025)
- Workshop on Recruitment Process & Interview Coordination
- Workshop on Professional Ethics & Workplace Conduct

SKILLS

- HR & Professional Skills
- Communication & people coordination
- Interview scheduling support (basic understanding)
- Documentation & record keeping
- Team coordination & professional conduct

TECHNICAL SKILLS

- C Programming
- Java (Basic)
- HTML, CSS
- MS Word, MS Excel
- Email & Internet handling

STRENGTHS

- Positive attitude & disciplined nature
- Quick learner
- Responsible and punctual
- Willingness to grow in HR domain