

SALONI RAJ

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OBJECTIVE

Motivated and diligent MBA student with a specialization in Marketing and Human Resource, seeking a challenging role to apply my skills and knowledge in contributing to organizational success and growth.

EXPERIENCE

- Allied Essences** August 2021 - October 2021
Marketing & HR Intern
Supported HR activities, including candidate sourcing, resume screening, and interview coordination.
- The Leading Solution** October 2022 - November 2022
Marketing & HR Intern
Assisted in various HR operations, including onboarding and employee engagement initiatives.
- Synthesys Grow with IT Companies** October 2022 - November 2022
HR Intern
Supported talent acquisition processes, including job postings and candidate assessments.
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EDUCATION

- PRESIDENCY COLLEGE** 2023
Master of Business Administration
7.0 CGPA
- TECHNO INDIA UNIVERSITY, KOLKATA** 2021
Bachelor of Business Administration
8.4 CGPA
- R.N UCHH VIDAYALAYA, BIHAR** 2018
Higher secondary (12th)
7.0 CGPA
- CHRIST CHURCH DIOCESAN SCHOOL,PATNA** 2016
Secondary School (10th)
7.0 CGPA

SKILLS

- Human Resource Management
- Time Management
- Teamwork and Collaboration

LANGUAGE

- English
- Hindi

COURSEWORK AND CERTIFICATION

- Organizational Theory Structure and Design (January -March 2023) NPTEL (National Program on Technology Enhanced Learning)
- Fundamentals of Digital Marketing (April 2023)

PROFESSIONAL SKILLS

- Have an excellent verbal and written communication skills
- proficient in the MS word, Excel, Powerpoint
- Knowledge in human resource policy, procedure and act

PROJECT WORK

- Internship Report
Topic: A study on Human Resource Management Practices at Synthesys Solution Private Limited
- Dissertation
Topic: A study on Hospital Accreditation for Quality Enhancement and Process Standardization:A Human Resource Perspective

SELF DECLARATION

- I hearby declare that the information provided above is true and accurate to the best of my knowledge.I understand that any misrepresentation of facts may result in the rejection of my application.I am willing to provide any supporting documents or reference if required.