

## Details

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Address: Bypass Road Near Bhandari farm Indore Madhya Pradesh

Aspire to chase challenging role in an organization which offers me opportunity to learn and evolve myself not only as a better professional but also as a better individual. Looking for opportunities in HR and marketing domains, within fast growing global organization

## IT SKILLS

- ☐ Microsoft Office (Excel, Word & PowerPoint)

## CERTIFICATIONS

- Brand Management, University Of London
- Strategic Management, Copenhagen Business School
- Engaging in Persuasive and Credible Communication, National University of Singapore
- Cleared “IC 01” for Licentiate Certification
- Cleared “IC11” for Licentiate Certification (Insurance Institute of India)

## EXTRACURRICULAR

- State Level Dance Performer
- Participated in Essay Writing Competition

## PERSONALITY TRAITS

- Ambitious and Motivated
- Hard working
- Strong Interpersonal Skills

## WORK EXPERIENCE

- Working for **Future Generali Insurance** from dated 6<sup>th</sup> sept. 2021
- Bancassurance channel for Bank of India Indore
- Working As a Relationship Manager

## EDUCATIONAL INFORMATION

### X-th, Sindhu Higher Secondary School

MP Board, Satna, Madhya Pradesh, **2014**

Percentage – 66.6%

### XII-th, Sindhu Higher Secondary School

MP Board, Satna, Madhya Pradesh, **2016**

Percentage – 84.8%

### Bachelor’s of Business Administration

Shri Rama Krishna College of Commerce

APSU, Satna, Madhya Pradesh, **2019**

Percentage – 79.8%

### Post Graduation Diploma in Management

Indore Indira Business School (IIBS)

AICTE, Indore, Madhya Pradesh

## PERSONAL DETAILS

**Date of Birth:** 26th July, 1999

**Marital Status:** Single

**Nationality:** Indian

**Languages Known:** English, Hindi

**Father’s Name:** Late Shri. Raviendra Shrivastava

**Mother’s Name:** Late Smt. Rekha Shrivastava

**FUTURE GROUP, PUNE | 3rd February – 3rd March 2020**

Future Group is an Indian conglomerate known for having a significant prominence in Indian retail and fashion sectors, with popular supermarket chains like Big Bazaar and Food Bazaar, lifestyle stores like Brand Factory, Central, etc.

- Worked under the supervision of the HR to provide administrative support to the HR department
- Managed the communications efforts around a broad range of employee engagement activities
- Accountable for payroll, recruiting and employee development
- Post and remove job advertisements as needed, schedule interviews with shortlisted candidates