



# VANSHITA CHATURVEDI

## HUMAN RESOURCE & MARKETING

### My Contact

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### Skills

- Problem solving.
- Basic knowledge of Power Point  
Advanced Excel
- Strong leadership and risk taker.
- Creation and Maintenance of public relation.
- Verbal and written communication .

### Language

- Hindi
- English

### Interests

- Interact with different kind of people and personality
- Listening music
- Dance

### Certificate

- Stenography
- PGDCA

### Career Objective

To become a significant part of an esteem organization to improve my skills and knowledge and put my efforts to get best result.

### Education Background

- Govindram Seksaria Institute of Management & Research  
MBA {Pursuing}
- Graduation (BSC)  
Govt. PG College Jivaji University  
2016 -2019

### Internship

#### **Aavantika Gas Ltd**

#### **-> Key responsibilities:**

- Working In A Corporate Environment
- Professional Communication Techniques and way
- Learning about the industry
- HR policy framing , payroll , documentation , training, attendance , management, etc
- Time Management , process Management
- Recruitment Process

### Achievements

- Winner in 100m race in college Events
- Winner in Dance competitions in Annual Fest of college