

Ritika Tamrakar



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Kasera Market Ichhawar dist.

Sehore

Professional Profile

I am pursuing integrated MBA. (HR) This decision makes me confident and dedicated towards my work. I love to learn new things and I want to be assets to the company. I have a good mixture of technical and non technical skills with good academics.

Lately I have done an internship from Taskup Corporate Service In this internship I have learnt the whole Recruitment Process

Career Summery

Taskup Corporate Service pvt .ltd Human Resource Internship

April 2023- July 2023

Key responsibilities:

- Taken the interview, screening the Resume and proceed for the next round
- Data management , send the Resume on mail to the company

Bhaskar Industries pvt . ltd Human Resource Internship

Nov 2022 -Jan 2023

Key Responsibilities

- I have filled in the deployment on the ERP software and observed the security department.
- In this survey we got 60 women to fill the form and took their problems to the department.
- We talked about hygiene, security, safety and we did end with the oath

Tareeqa global pvt. Human Resource training

Sep 2022-Nov 2022

Key Responsibilities

- I have learnt the process of recruitment like staff planning, developing job analysis, writing job Description
- HR analytics training course, generalist & payroll, Talent acquisition, MS excel.

ifortis worldwide Sales & Marketing Internship

July 2021 Aug 2021

key Responsibilities

- I did promote the festival (Aarambh) sales for the children and adults to participate in this event.
- I learned canva in this company and I made the poster for the company

Membership

- Member of Entrepreneurship club.
- Member of climate change chairperson in YI (Young India).

Education Background

- Pursuing Integrated MBA from Sant Hirdaram Institute of Management (2019-2024) Specialization HR
- 12th completed from Saraswati Vidhya Mandir School secured 84.8%
- 10th completed from Saraswati Vidhya Mandir School secured 64.5%

Achievement

- I got trophy as best performance of the month in HR Internship
- American voice and accent training from Netlink (27 Dec 2020- 15 Jan 2021).
- Participated in Look of Manager awarded 1st Prize by SIRT college.
- Research on "A study on Saving Habits of Working Men and Women.
- Participated in the Ad Mad show and was awarded 1st Prize by SIRT college.
- Participated as a leader in the Comic for Change 3 days workshop conducted by Unicef.
- Participated in the Rangoli Competition and got a consolation Prize.

Hard Skill

- Screening the Resume
- Industry Knowledge
- Data Management
- IT Knowledge

Soft Skill

- Observation
- Decision making
- Time Management
- Multi-tasking