

Prateek Mittal

Male | 24

prateek.m22@mhrod.in
+91-9560084807

Master of Business Administration (Human Resource Development)
Department of Commerce
Faculty of Commerce and Business
University of Delhi



EDUCATIONAL BACKGROUND

MBA	Human Resource Development	Delhi School of Economics, University of Delhi	Pursuing	2022
B.Tech	Computer Science	JSS Academy of Technical Education, Noida	78.67 %	2019
CLASS XII	Science	St. Conrad's Inter College, Agra, ISC	91.20 %	2015
CLASS X		St. Conrad's Inter College, Agra, ICSE	88.33 %	2013

ACADEMIC ACHIEVEMENTS & CERTIFICATIONS

- Guided Project - Remote employee onboarding through Eduflow 2021
- Online Specialization - Human Resource Management specialization by University of Minnesota on Coursera (consisting of 4 certificate courses on Human Resource Management, Recruitment and Onboarding, Performance management and Compensating employees) 2020
- Certificate course - Excel Skills for Business: Essentials and Intermediate by Macquarie University, Sydney on Coursera 2020
- Certificate course - Creativity, Design Thinking and Innovation for Business on Udemy 2020
- Awarded Bachelor of Technology with Honours 2019

PROFESSIONAL EXPERIENCE

14 months

Tata Consultancy Services

Assistant Systems Engineer

Jun 2019 – Aug 2020

Seadrill UK Operational Applications Engineer

- Worked in collaboration with product vendors and customers from all around the globe for testing and deployment of application upgrades and patches.
- Handled BAU activities like Production support, System administration and User Access Management as a part of daily responsibilities.
- Received **TCS On The Spot Award** and **Seadrill Certificate of Appreciation** for suggesting and implementing process improvements in monitoring and upgrade activities.
- Worked on technologies like SQL – UNIX – Windows Server.

INTERNSHIPS

Human Resources Intern

Apr 2021 – Jun 2021

Anand Group
India

- Worked on special projects and new initiatives in **employee engagement, organizational culture and leadership**.
- Administered the annual employee engagement survey in collaboration with various stakeholders and analysed the data to build informative dashboards and reports.
- Coordinated end-to-end operations for organising 'Day of Understanding', event to promote diversity and inclusion.
- Developed a **360° leadership review** survey and analysed the data to assess the strengths and opportunity areas of leadership at Dana Anand India Pvt. Ltd.
- Assisted the HR team in day-to-day operations at corporate as well as plant level.

POSITIONS OF RESPONSIBILITY

Member Student Development Cell Sep 2020 - Present

- Member of the core committee, Student Development Cell at Delhi School of Economics, University of Delhi
- Organised and managed various events, competitions and guest lectures at Delhi School of Economics
- Remained in constant touch with industry leaders in Human Resources and organised guest lectures and competitions with them

President JSSATEN Dramatics Society - illuminati

Jul 2018 – Jun 2019

- Headed the largest college society consisting of over 80 members. Managed various aspects of the society including Finances, Event Management, Public Relations and representation to the college administration.
- Directed and acted in numerous stage plays, nukkad natak and other performances
- Won several inter-college dramatics competitions held at AIIMS, Symbiosis Law School, IIIT etc.

Event Coordinator Zealicon '18

Mar 2018

- Event coordinator for the annual techno-cultural fest of JSS Academy of Technical Education
- Managed and organized various competitions and other activities held during the fest

EXTRACURRICULAR ACTIVITIES

- Organised the TCS Infosecurity fest 2019 at TCS Noida Okaya Center. 2019
- Won 1st prize in stage play competition in Abdul Kalam Technical University arts and cultural fest 2018-19 held at Galgotias College of Engineering and Technology, Greater Noida. 2019
- Performed a street play at a public location in Manthan '18, India's largest street play festival. 2018
- Won 2nd prize in the street play competition of Impressions '18 held at Jaypee Institute of Information Technology, Noida. 2018
- Won 2nd prize in the drama competition of Pulse '17 held at AIIMS, New Delhi. 2017
- Performed a street play at a public location in Manthan '17, India's largest street play festival. 2017
- Won 2nd prize in the street play competition of Symfiesta '17 held at Symbiosis Law School, Noida. 2017
- Won 1st prize in the twisted film competition of Pulse '16 held at AIIMS, New Delhi. 2016
- Won the 'Best Anchor' title in Advocate M.P. Sarabhoj Memorial Debate Competition held at St. Conrad's Inter College, Agra. 2014

ADDITIONAL INFORMATION

- Like to write blog articles about cars and Indian automotive industry at <https://theautomotivefizz.blogspot.com/>
- Personal website - <https://prateekmittal11.github.io/index.html>