| **AASTHA JAIN**  **Mobile No.: 7836045999**  **Email: aasthajain.work0605@gmail.com**  **Date of Birth: 6 May 2006**  **Address: Sector 5, Rohini, Delhi** |
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| **Course** | **Year** | **Specialization** | **Board/ University** | **Institute/ College** | **Division** |
| --- | --- | --- | --- | --- | --- |
| BBA | Pursuing | General | IGDTUW | Indira Gandhi Delhi Technology University for Women | 1 |
| XII | 2024 | Humanities | CBSE | Sachdeva Public School | 1 |
| X | 2022 | - | CBSE | Sachdeva Public School | 1 |

| **INTERNSHIP** | | | |
| --- | --- | --- | --- |
| **Organization** | **Profile** | **Period** | **Key Responsibilities Area** |
| Indian youth diplomacy forum | HR Intern | 3 Months    Dec2024-March 2025 | * Coordinated candidate interviews, including scheduling and communication. * Prepared and maintained HR documentation, ensuring accuracy. * Supported internal communication initiatives across departments. * Gained practical exposure to core HR functions such as recruitment, onboarding, and employee engagement. |

| **ACHIEVEMENTS & POSITIONS OF RESPONSIBILITIES** |
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| * **President** - Griffin Ventures (MUN) * **Secretary General –** Nakshatra (MUN) * **Chief Co-ordinator –** PPS Intra (MUN) * **Mentor –** Bhav IGDTUW * **All Rounder –** Academics (2019) |

| **SKILLS** |
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| * **MS OFFICE** * **Canva** * **Digital Marketing** * **Leadership** * **Communication** * **Team Management** * **Collaboration** * **Problem Solving** * **Attention to detail** |

**DECLARATION**: I hereby declare that all the information provided above is accurate to the best of my knowledge.

**Date: 15 June 2025 Name: AASTHA JAIN**