**PROFILE**

I intend to work in an organization which offers me the opportunity to develop new skills while strengthening those I already possess. An MBA in Human Resource Management has enabled me to develop good organisational skills, analytical & logical approach to tasks, ability to work under pressure and ability to work well independently and as part of a team. My strengths are **adaptability, dependability** and the **determination to get a job done** as proven by my varied work experiences. I try to learn something new from every experience because I believe there is always room for self-improvement both personally and professionally.

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | Institute / Organization | **Board / University** | **Year** | **Division** |
| MBA(HR) | Ansal Institute of Technology, Gurgaon | Pune University | 2011 | Higher Second |
| BSc (Biotech) | Softvision College of Biotechnology, Indore | DAVV, Indore | 2009 | Second |
| XII  X | Good Shepherd Convent School, Shahdol Good Shepherd Convent School, Shahdol | MP State Board  MP State Board | 2004  2002 | First First |

|  |  |
| --- | --- |
| **Key Electives in MBA** | * Talent Acquisition and Retention, Organizational Behavior, Communication in Business, Human Resource Management, Training and Development, Performance Management, Compensation Management, Cross Culture and Global Management, Production Operations and Materials Management, Supply Chain Management |

**WORK EXPERIENCE PEARSON EDUCATION LTD. / EDEXCEL (UK)**

**General Processing Operative (Roterham, UK) June 2014 – September 2014**

* Part of post results processing team and checking examination scripts for discrepancies by examiners before declaration of results
* Member of the resolution handling team where all queries from various schools and stakeholders were being handled
* To be **conscientious, timely** and r**equired great attention to detail** as well as good communication and team work skills.
* Exposed to a fast paced environment where precision and accuracy are exceptionally important to ensure results are declared correctly and also to see that resolutions are provided as early as possible.

**WORK EXPERIENCE MARUTI SUZUKI (MASS)**

**Assistant Manager - Administration February 2012 – November 2012**

* Handled administrative activities and ensured smooth operations at MASS (Maruti Suzuki Authorized Service Station)
* **Auditing** the work environment to ensure **compliance** with Health and Safety measures.
* Responsible for **enhancing customer loyalty** and **goodwill** by exceeding customer expectations in deliveries
* **Delegation of tasks** by identifying the correct team member for speedy and efficient resolution of problems

**VOCATIONAL TRAINING BHARAT SANCHAR NIGAM LIMITED (BSNL)**

**Intern June 2013 – November 2013**

* Supported the HR department handling HRMS
* Worked on modules like **Payroll**, Time and Attendance, Absence Management, **Recruiting & Learning Management**, **Performance Record & Appraisal**, Benefits Administration, HR Management Information system

**SUMMER INTERNSHIP HOTEL IBIS (ACCOR GROUP)**

**Intern May 2010 – July 2010**

* Supported the HR department with **Performance Management System**. R**ecruitment process** and **Induction process** of the HM trainees and new employees

**EXTRA CURRICULAR ACHIEVEMENTS/ACTIVITIES**

|  |  |
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|  |  |
| **Positions of Responsibility** | * **Event Manager** – co-ordinated ‘Be On The Street’, a street theatre festival organised by BEARTSY in DLF Promenade, Delhi * **Seminar coordinator** - Invited eminent personalities from the corporate and co-ordinated events with an audience of 500 people. * **Hostel Prefect** at AIT Campus during MBA * **House Captain**, **Student Council** at Good Shepherd Convent School, 2004 |
|  |  |
| **Extra Curricular** | * **Sports**: Participated and won in various events like Short put, Volleyball, Basketball, Athletics at school and college level. * **Cultural**: Participated and won in activities like Dramas, singing competitions and dance competitions at school and college level. * **Imparted elementary education** to slum children and while being a part of an **NGO** called Koshish – Ek Aasha |