

# RESUME

**Rahi Modi**

**Contact:** 9737151919

**E-Mail:** rahimodi.mba20@gmail.com

---

## RESUME HEADLINE

---

**M.B.A** Human Resource Management (Pursuing)  
**Bachelor of Business Administration** (Marketing)

---

## CAREER OBJECTIVE:

---

To obtain a fulltime position as a (HR) professional with an organization that allows me to utilize my educational experience while gaining valuable work experience in a team oriented environment. Organized and dependable candidate successful at managing multiple priorities with a positive attitude.

---

## ACADEMIC CREDENTIALS:

---

**Master's in Business Administration (M.B.A. - Pursuing)**

From **N.R. Institute of Business Management**, GLS University, Ahmedabad.

**Bachelors of Business Administration (BBA.)**

**First Class with Distinction** from J.P. Shah Institute of Business Administration, GLS University in March - **2020**

**Higher Secondary Education (12th)**

Gujarat Higher Secondary Education Board (**GHSEB**),  
Gujarat With **70.00%** in March- 2017

**Secondary Education (10th)**

Gujarat Secondary Education Board (**GSEB**),  
Gujarat With **62.00%** in March- 2015

---

## PROJECTS

---

Development Project

Education 2017-2019

A project regarding the education of rural children.

Imagination/ Event Co-ordination

December 2018

Imagination is a national level management fest of GLS University.

- Visited Australia as a part of International Immersion Program to explore and discover new opportunities.

- Visited Newcastle University, Sydney and Curtin University, Perth as a part of this program.

---

## Work Experience

---

### GNF International- Jan 2022

HR Recruitment Executive

- Experience recruitment for a variety of corporate positions.
- Maintained an accurate tracking system.
- Sourcing potential candidates from various channels. (job portals, references)
- Screening and shortlisting resumes as per the requirement.

HR Intern (Summer Internship)

Company: Lericon Informatics Pvt.Ltd

Duration: 2 Months (07, 2021-09, 2021)

---

## Skills

---

- Communication
- Leadership
- Decision Making
- Training and development
- Problem- solving skill

---

## Personal Details:

---

<b>Date of Birth</b>	: 19/04/2000
<b>Gender</b>	: Female
<b>Nationality</b>	: Indian
<b>Languages</b>	: English, Hindi, Gujarati

---

## DECLARATION:

---

I hereby declare that the information provided is from the best of my knowledge.

**- Rahi Modi**