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## PROFESSIONAL SUMMARY

Empathic and firm orator with experience in nurturing innovative and progressive work roles in HR, finance and business development domain. Looking to work in challenging and healthy environment where I can utilize my skills and knowledge efficiently.

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## SKILLS

### TECHNICAL SKILLS

- Tally
- MS Office (Excel, Word, PowerPoint)

### PROFESSIONAL SKILLS

- Payroll
- Financial Accounting
- Talent Acquisition
- Employee Engagement
- Corporate Communication
- Public Speaking

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## PROFESSIONAL EXPERIENCE

HR and Project Executive  
EcoRight Pvt. Ltd  
August 2022 – Present

### HR

- Creating job description of all the departments and designing compensation packages.
- Screening and interviewing relevant candidates.
- Implemented employee engagement initiatives to foster a positive work culture and improve employee satisfaction.
- Ensuring training and development of all employees so they're familiar with their job responsibilities.
- Maintaining HR policies of the organization.

### Project

- Managing and building relationship with E-commerce platforms like Myntra, Nykaa, One Green, etc.
- Performed e-commerce platform reconciliations to ensure accurate financial reporting and data integrity.
- Listing products, maintaining catalogue with regards to timely updates and launching new products.
- Developed e-commerce sales strategies to meet revenue and growth target.
- Analyzing and generating sales reports, inventory reports and re-order reports.
- Coordinating with marketplace teams for new launches, campaigns, product placement, visibility and ROIs

Business Development (Counselor)  
UpGrad Education Pvt. Ltd.  
December 2021 – February 2022

- Provided counseling services to potential learners
- Utilizing active listening and empathetic communication to support learner's career growth.
- Carrying enrolments, targets and maintaining a complete database of all the interactions.

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Business Development and HR executive  
Aditya Birla Fashion and Retail Ltd.  
November 2020– April 2021

Business Development

- Learning and working upon the day-to-day operations of a retail chain with regards to managing people, product and process for smooth functioning of the business.
- Managing customer profiling and purchase parameters.
- Developed and executed visual merchandising strategies to enhance product presentation and drive sales in a retail environment.

HR

- Handling the responsibility of recruiting, screening, interviewing and selecting candidates in the open position.
- Organized employee engagement activities.
- Maintaining rostering and payroll of the employees.
- Managed and maintained employee background verification data, ensuring compliance with company policies and industry regulations for data accuracy and confidentiality.

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**EDUCATIONAL BACKGROUND**

**MITADT University, MITID**

Master's Degree in Fashion Management and Marketing  
2019–2021

**Ahmedabad University, HLIC**

B.Com with Specialization Finance  
2016–2019

**Rachana School, CBSE**

Commerce  
High School

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**CERTIFICATION**

- Tally ERP Course Certification: August 2022 – January 2023
- Master's Degree Rank Certificate: January 2022
- Understanding of Financial Statements, Company Positions Certificate: May 2021 – June 2021