# SHAILJA

# DWIVEDI

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Ahmedabad

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**Objective:**

To make positive contribution as part of your dynamic and well reputed organization in a position where my abilities, management, decision making and communication skill will be utilized and enhanced.

Work Experience:

### SOUTH MUMBAI CHESS ACADEMY PVT LTD, PUNE (JULY’17 – JULY’18)

**BUSINESS ADMIN MANAGER**

**Role and Responsibilities**

* ***Identifying new leads and managing the existing clients with constant retaining tactics.***
* ***Maintaining fruitful relationship with existing customers.***
* ***Attending conferences, meetings and company events.***
* ***Obligated to write weekly reports and provide feedback to upper management about what has been done in the week.***
* ***Setting coaches schedule daily and maintaining the attendance.***
* ***Managing the business leads efficiently .***
* ***Conducting various demo with head coach and state level tournaments of chess.***
* ***Worked as a team lead and Joining formalities & Exit formalities of the existing employees.***

1. **SHARDA GROUP OF INSTITUTIONS, AGRA (MAY’15 – SEP’16)**

**RELATIONSHIP - EXECUTIVE**

**(STRATEGIC PLANNING & CORPORATE SERVICE)**

**Role and Responsibilities**

* ***Directly involved in admissions.***
* ***Data analyst & preparing the report of call center Data analyst.***
* ***Provide the career counseling to the students.***
* ***Maintaining attendance manually & excel sheet.***
* ***Joining formalities of new employees & managing their files.***
* ***Audit of work in college (Quality management & improvement services)***
* ***Internal campus project handle Assigned by line manager.***
* ***Planning & Executive the CSR Activity.***
* ***Grievances handling cell work on (Student, faculty, parents) after sales services improvement planning to provide communication & product training which help them to understand the requirement of a client.***

1. **PROGRESSIVE MANAGEMENT CONSULTANCY, AGRA (NOV’14 – APRIL’15)**

**H/R- RECRUITER**

**Role and Responsibilities**

* ***Getting vacancy details from employers***
* ***Managing payroll through attendance programmes : processing salary, leave management.***
* ***Interviewing & testing job seekers.***
* ***Matching candidates to jobs to build a pool of potential candidates.***
* ***Screening and shortlisting candidates for employers to interview.***
* ***Building relationships with employers and job seekers.***
* ***Meeting targets for vacancies filled and people placed.***

## Project Handled:

* ***Major Report to study the factors affecting dual working couple in public and private sector banks in Agra region.***
* ***Minor Report to study the different insurance plans in L.I.C sector.***

## EDUCATION QUALIFICATION:

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination / Year** | **Board / University** | **Percentage** | **Subjects** |
| **SSC (2007)** | **CBSE Board** | **58.6%** | **English, Hindi, Science, Mathematics, Social Studies, IT** |
| **HSC**  **(2009)** | **CBSE Board** | **65.6%** | **Commerce** |
| **B.Com**  **(2012)** | **Dayalbagh Educational Institute, Agra** | **83.5%** | **Management** |
| **MBA**  **(2014)** | **GLA University, Mathura** | **7.54 CGPA** | **Management** |

SEMINAR/ CONFERENCE ATTENDED:

* National conference naming:- "Asset" (Arresting slowdown in economy- strategies for turn around) in 2014
* National conference naming:- Sustaining Success (a tight rope walk) Seminar on management by Dr. Upali Mahanman.

Achievements:

* Crowned as Ms. MBA(Batch 2012-2014) GLA University.
* Member of the Escort committee in national conference held in college president H.R Club GLA university.
* Member of training and placement committee IBM GLA University.
* Member of the core committee of various events like Management event, teachers day celebration and Dandiya event.
* Awarded as star of the evening (Batch 2009-2012) Dayalbagh Educational Institute.

# Personal Details

DOB: **May 08, 1992**

Nationality: **Indian**

Marital Status**: Married** Languages Known: **English, Hindi** Place: **Ahmedabad**

### Reference: Available upon the request

**I hereby declare that all the above mentioned information is true to the best of my knowledge till date.**