

AKANKSHA BHADARIA



About Me

People-centric and strategic HR professional with hands-on experience in recruitment, employee engagement, and operations. Adept at streamlining HR processes, conducting interviews, maintaining records, and coordinating internal events. Strong multitasking, communication, and organizational skills with a passion for building growth-driven workplaces.



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Language

- English
- Hindi

ACHIEVEMENTS

- Co-ordinate College Event as student overall coordinator (cultural Eve 2K24)
- Co-ordinate College Event as student coordinator (BOOT CAMP 2024)
- Completed the Course of "Professional in Human Resources (PHR/SPHR HRCI)"
- Winner of Travel & Tourism day held in college 2022.

Experience

Kommonify Ventures Private Limited (Kommon School) | July 2024 - August 2024

HR & Operation Intern

- Supported VR-based employee learning and development programs.
- Maintained HR documentation and assisted with administrative tasks.

Atyeti IT Services | Sept. 2022 - Oct. 2022

HR Intern

- Sourced and shortlisted candidates based on job requirements.
- Conducted resume screening and scheduled interviews.
- Maintained recruitment records and HR databases.

DIGI CAVE | Sept. 2021 - Oct. 2021

HR Intern

- Led employee engagement initiatives to boost morale.
- Conducted candidate sourcing and pre-screening.

Go Chartist | Sept. 2021 - Oct. 2021

HR Intern

- Participated in recruitment drives and conducted initial interviews.
- Managed employee documentation and updated records.

Education

Prestige Institute of Management & Research, Gwalior (2023-25)

Master of Business Administration

HR & Marketing Specialization

Aditya College, Gwalior (2021 - 2023)

Bachelor of Business Administration

HR Specialization

Skills

- Talent Acquisition
- Employee Engagement
- Interviewing & Screening
- HR Documentation
- MS Office & PowerPoint
- Communication & Multitasking
- Creativity & Optimism