

## Devika Singh Kelwa

### Objective

MBA graduate in Human resources management and marketing, highly motivated towards work and accomplishing different tasks efficiently by understanding the need and requirement of the organization. As recent graduate in MBA in HR and marketing, my experience aligns well as HR intern and my internship as Event assistant management position afforded me as well-rounded skill set, I excel at. Looking for a place where I can integrate strategies to develop and fulfil Company needs, aiming to use my dynamic communication and time management skills to achieve success in organizational objectives.

### Education

Year	Examination	Institution/College Name	University/Board Name	Percentage
2019	MBA	Chakravarti Rajagopalachari Institute of Management Bhopal.	Barkatullah University Bhopal.	8.5 CGPA.
2017	B.com (Travels & Tourism)	Career college BHEL Bhopal.	Barkatullah University Bhopal.	62.6
2013	Class XII, Commerce	Sharda Vidya Mandir School Ratibadh Bhopal	Central Board of Secondary Education	44.5
2011	Class X	Scholars Home Public School Bhopal.	State board	63.5

### Working Experience

**Gao.tek ( 3 months) 08/2021 - 11/2021 <https://gaotek.com/>**

**Event Assistant intern (Team leader)**

- . Inviting speaker panellist, for virtual summit
- . Receiving proposal from interested candidates
- . Maintaining CRM.
- . SEO tasks searching keywords, web optimizing.
- . ATL task: Monitoring Interns work, provide updates to interns – Whenever any new updates given by The TL or Manger. • Solving queries of interns

**Browku pvt. Ltd. (1month) 07/2021 - 08/2021, Kanpur Uttar Pradesh**

**<https://browku.com/>**

- Handling multiple tasks,
- Posting job description on LinkedIn,
- Connecting with candidates and screening resumes, scheduling their interview who met the requirement of organization in non-technical domain,
- Strategizing, planning for more effective recruitment, problem solving.

### Projects:

#### **Customer redressal program management at Big-Bazar**

Customer redressal program project where I addressed how a company handle grievance of the customers and manage the entire scenario. Also, how a firm can effectively resolve consumer issues by collecting all theoretical and statistical data and by applying different tools and methods in knowing what firm needs to full-fill the requirement and demand of the customers which would satisfy them both psychologically and emotionally. This project helped me in understanding what needs to be improved & where the firm needs to focus more for better outcome of all efforts of Big-Bazar.

### Skills:

- Human resource management (Relationship Building/People Management/Employment Branding)
- Marketing management
- Web Searching
- Advertising/Product Marketing
- MS excel (Data Management)
- Sales
- Critical thinking, analytical & problem solving,
- Effective communication.

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**Achievements/ Certificates & Extra-Curricular Activities:**

- Human Resource intern (Browku.pvt. Ltd.) (07/2021 - 08/2021)
- Event management intern (Gao.Tek) (08/2021 - 11/2021)
- Social Media marketing (Gao.Tek) (08/2021 - 11/2021)

