

# SHIVANI GUPTA

COLLEGE STUDENT

## HOBBIES



Reading



Music



Gardening

## CONTACT

(+91)9758948754  
shivanigupta24.ifortiscorporat  
e@gmail.com  
Uttar Pradesh, India

## ABOUT ME

I am an adaptive, ambitious, and analytical business administration major at Indraprastha Institute of Management & Technology College.

Over the next year, I am looking forward to learning about different industries, and learning a new programming language.

Thank you for taking the time to review my resume.

## EDUCATION

### CHAUDHARY CHARAN SINGH UNIVERSITY |IIMT

2019 – 2022 | Bachelor's of Business Administration

### D.A.V. SCHOOL

2018 – 2019 | Senior Secondary High School

## WORK EXPERIENCE

2020-  
Present

### VOLUNTHERE OUTREACH ASSOCIATE

- Responsible for building and maintaining brand image.
- Coordinated with campus students and NGOs for a seamless experience.
- Marketed VoluntHere's internship and volunteering opportunities on campus.
- Awarded the Intern of the Month for constantly executing perfect work.

2021-  
2021

### IFORTIS CORPORATE HUMAN RESOURCES DEPARTMENT- INTERN

- Communicated with candidates, reviewed CVs and cover letters and managed relevant correspondence.
- Coordinated events, assisted Marketing department with special projects, events and campaigns.
- Administered HR related documentation, such as contracts of employment and policy acknowledgements, general administration documents.
- Served as the first point of contact for all HR-related queries.

## SKILLS

HTML  
CCS  
Analytics  
Team player

