

PALLAVI JOSHI

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PROFILE

Proactive MBA student specializing in Human Resources and Business Analytics. A quick learner, eager to leverage skills in recruitment, screening, and coordinating successful drives to contribute to organizational goals. Adaptable and ready to face new challenges, with a focus on HR processes. My goal is to contribute to HR-related practices while continuously developing my expertise in the field and growing professionally within the organization.

WORK EXPERIENCE AND INTERNSHIP

TATA MOTORS – HUMAN RESOURCES INTERN

JULY 2024-SEP 2024

Pantnagar, Haldwani

- Assisted in recruitment and onboarding, including candidate screening, selection, and document verification.
- Conducted 100+ calls per week, engaged with potential candidates, followed up, and ensured a smooth hiring process.
- Managed HR documentation, including employee records, compliance procedures, and candidate document clarifications.
- Scheduled and coordinated interviews for 20+ candidates, ensuring an efficient selection process.
- Coordinated a placement drive with Cargo Motors, handling candidate assessments and framework development for COPA student.
- Contributed to Tata Motors' biannual newsletter, highlighting leadership initiatives and conducting interviews with skilled leaders.
- Managed candidate clarifications during the hiring process to ensure compliance and smooth onboarding.

IndiaMART – Freelancer (Part-Time) (Client Coordination & Verification)

AUG 2022-DEC 2022

Work From Home

- Verified and updated buyers' profiles, ensuring accuracy of contact details and business information.
- Conducted 200+ calls per week to engage with buyers, resolve queries, and enhance their profile information.
- Guided buyers on profile enhancement, encouraging them to add relevant product images and details.
- Assisted buyers in resolving queries efficiently, ensuring a smooth and hassle-free experience.
- Maintained data accuracy by regularly updating buyer information on the platform.

ACADEMIC QUALIFICATION :-

YEAR	INSTITUTION	BOARD/ COURSE
2023-Present	GRAPHIC ERA HILL UNIVERSITY , BHIMTAL CGPA : 7.21 / 10	MBA (Pursuing)
2020-2023	KUMAUN UNIVERSITY, NAINITAL	B. Com
2019-2020	DAV CENTENARY PUBLIC SCHOOL, HALDWANI	12 th (CBSE)
2017-2018	DAV CENTENARY PUBLIC SCHOOL, HALDWANI	10 th (CBSE)

CERTIFICATES AND WORKSHOPS

- Specialized HR Workshop – HR Skills (2025)
- Certificate in Human Resources Management (2024)
- Certificate in Human Resources Analytics (2024)
- Certificate in Microsoft Excel – Ira Edu -Tech (2024)

SKILLS

HR SKILLS

- Talent Acquisition & Recruitment
- Interview Coordination
- Employee Engagement and Communication
- HR Compliance (Employee Data Verification & Documentation)

SOFT SKILLS

- Communication
- Teamwork
- Time Management & Attention to Detail
- Problem – Solving & Multi tasking
- Stage Presentation

ACHIEVEMENTS

- Appreciation for Exemplary contribution to TATA Motors Internship Programme (2024)
- 1st prize in Corporate Theme Skit Competition, showcasing creativity and talent – MBA Programme (November 2024)
- Awarded a Certificate of Participation in a National Webinar on Career Opportunities, organized by Kumaun University (2021).
- Received a freelance Certification from IndiaMART (30thAug2022)

LANGUAGE

- Hindi
- English