

# SHRISTI SUSHEEL

✉ [susheelshruti@gmail.com](mailto:susheelshruti@gmail.com)

☎ 6264445986

📍 Bhopal, Madhya Pradesh

🌐 LinkedIn: [linkedin.com/in/shruti-susheel-a9729536a](https://www.linkedin.com/in/shruti-susheel-a9729536a)

## Profile

A motivated and detail-oriented MBA student with a strong foundation in business administration. Skilled in job analysis, employee engagement, and workplace stress management. Seeking opportunities to apply my knowledge and analytical skills in a dynamic work environment.

## Education

2024 – 2026	<b>Masters of Business Administration – 8.05 CGPA</b> Vellore Institute of Technology, Bhopal
2020 – 2023	<b>Bachelor of Business Administration - 8.94 CGPA</b> Vellore Institute of Technology, Bhopal
2019 – 2020	<b>12th St. Mary's Convent Sr. Sec. School - 78 %</b>

## Courses

- New York Jobs CEO Council Financial Analyst Job Simulation – Forage
- GE Aerospace Explore Human Resource Job Simulation – Forage
- Introduction to Microsoft Excel – Coursera
- Business Analytics with Excel – SkillUp by Simplilearn

## Professional Experience

**06/2025 – 07/2025 HR Intern - Madhya Pradesh Madhya Kshetra Vidyut Vitaran Company Ltd. (MPMKVVCL), Bhopal** Assisting in core HR functions including employee engagement, recruitment, and HR documentation as part of a month MBA internship.

**06/2023 – 09/2023 HR Intern – Omen Assessors Pvt. Ltd.**

Assisted in recruitment, employee engagement, and onboarding process.

## Projects

### Causes of Stress Among College Students

- Conducted surveys and data analysis to identify major stress contributors.
- Provided recommendations for stress management strategies.

### Job Analysis

- Studied job roles and responsibilities in industries.
- Conducted research on job description, skill requirements, and performance metrics.

## Achievements

- Certified in Guitar Praveshika from Prayag Sangeet Samiti, Allahabad.
- Secured 1st position in Mathematics Model Exhibition

## Skills

### Technical Skills:

HR & Recruitment Management, Microsoft Excel, Job Analysis, Data Interpretation & Reporting,

### Soft Skills:

Problem Solving & Decision Making  
Communication & Interpersonal Skills, Conflict Resolution, Resilience & Stress Management

## Languages

English

Hindi

Malayalam