



**Deepakshi Sharma**

**Female**

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## OBJECTIVE

To establish myself as a competent HR professional in accordance with industry standards and to provide creative and feasible solutions in the face of situational complexities and work-based challenges. I wish to create and sustain a skillset that caters to my career advancements and paves the way forward for growth opportunities.

## EDUCATIONAL DETAILS

Year	Degree	Institution	Board/University	Specialization/Subject	CGPA/%
2024	MBA	Malaviya National Institute of Technology Jaipur (MNIT)	Institute of National Importance	General (HR specialization Semester III onwards)	9.32 CGPA (till Semester II)
2022	BA (Honors)	IIS deemed to be University, Jaipur	IIS deemed to be University, Jaipur	Psychology- Major Economics- Minor	9.9 CGPA
2019	HSC	Maharaja Sawai Man Singh Vidyalaya (MSMSV), Jaipur	CBSE	Humanities (Geography, Sociology, Economics, Psychology)	98.2%
2017	SSC	Maharaja Sawai Man Singh Vidyalaya (MSMSV), Jaipur	CBSE	General	10 CGPA

## INTERNSHIP

**Rambagh Palace, Taj Group of Hotels, IHCL (2 Months)**

Department: **Human Resources** | Jaipur **May 2023 to July 2023**

<b>Responsibilities And Achievements</b>	<ul style="list-style-type: none"><li>• Brainstorming, executing, and managing Employee Engagement Activities (Environment Week, Yoga Day, Fist Bump Friday etc.)</li><li>• Hiring and recruitment (short listing and interviewing)</li><li>• Generating offer letters and data entry in HRMS</li><li>• Handling joining formalities</li><li>• Creating content and drafting monthly newsletter (Rambagh Times)</li><li>• Inviting and screening applications for Leadership Accelerator Program- Rajasthan Region (LAP- IHCL Initiative)</li></ul>
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**1589 Core, Unit of hotel Clark's Amer (3 Months)**

Department: **Human Resources** | Jaipur **September 2021 to November 2021**

<b>Responsibilities And Achievements</b>	<ul style="list-style-type: none"><li>• Handling employee attendance and salary payroll</li><li>• Hiring and recruitment (short listing and interviewing)</li><li>• Generating employee ID, appointment and offer letters</li><li>• Handling employee PF and ESI account</li></ul>
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## The Wise Idiot (3 Months)

Content Writing | Work From Home (WFH) **December 2020 to February 2021**

<b>Responsibilities And Achievements</b>	<ul style="list-style-type: none"><li>• Creating blog posts for clients and the company</li><li>• Managing social media content for clients, including Instagram captions and post</li><li>• Translating videos from Hindi to English</li></ul>
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### KEY PROJECTS

Psychological Concomitants of Happiness Interventions: A Study on Emerging Adults 2022

### TECHNICAL SKILLS

- MS Office: MS Word, MS PowerPoint & MS Excel
- Database & Analysis tools: SPSS & Power BI

### ACHIEVEMENT/RECOGNITION

- Humanities Trophy for academic excellence in senior secondary examination 2019
- Bhupinder Hooja- Writer of the Year Trophy (English and Hindi) 2018
- Raghu Sinha Mala Mathur Merit Memorial Scholarship (outstanding performance- X standard) 2017

### POSITION OF RESPONSIBILITY

- Media Cell Representative and Content writer, DMS MNIT Aug 2022 onwards
- Wellness Club member, MNIT Jan 2023 onwards
- Member of Campus Activities Coordinating Committee, IIS deemed to be University 2019
- Member of school music choir, MSMSV 2015- 2019
- School Deputy Head Prefect, MSMSV 2015

### INTERESTS & HOBBIES

Indian Classical Music (vocal), reading novels based on Indian mythology, creative writing and painting