

# Varsha Agarwal

Agra, U.P / India | 8791770330 | varshaagarwal995@gmail.com | [www.linkedin.com/in/yourlinkedinURL](http://www.linkedin.com/in/yourlinkedinURL)

## SUMMARY\*

An enthusiastic and self-motivated BBA Student. Dynamic and results-driven professional with extensive knowledge in both Human Resources and Marketing, adept at blending strategic insights with creative execution to drive organizational growth and employee engagement. Skilled in talent acquisition, employee development, and HR operations, coupled with expertise in brand strategy, campaign management, and market analysis. Seeking opportunities for job role.

## INTERPERSONAL SKILLS:

- **Communication Skills**  
Effectively convey ideas, actively listen, and adapt communication styles to diverse audiences.
- **Team Collaboration**  
Work harmoniously within a team, valuing diverse perspectives and contributing to shared goals.
- **Conflict Resolution**  
Address and resolve workplace disagreements with professionalism and diplomacy.
- **Empathy**  
Understand and consider the feelings and perspectives of others to build trust and rapport.
- **Adaptability**  
Adjust to varying personalities, roles, and work environments with ease.
- **Leadership**  
Guide and motivate others while fostering a positive and productive atmosphere

## INTERNSHIP EXPERIENCE

### ESATEX LANDBASE PVT LIMITED

GURGOAN

HR EXECUTIVE INTERN

31MAY 2024 – 31 JULY 2024

Motivated and detail-oriented Human Resources professional with hands-on experience gained through an internship as an HR Executive. Skilled in supporting HR functions, including talent acquisition, employee on boarding, and administrative processes. Adept at fostering effective communication, maintaining employee records, and contributing to a positive workplace environment. Eager to leverage internship experience and academic knowledge to drive organizational success in a full-time HR role.

## Key Achievements During Internship

- Assisted in the recruitment and selection process, including screening resumes, scheduling interviews, and coordinating with candidates.
- Supported onboarding activities by preparing employee documentation and conducting orientation sessions for new hires.
- Maintained and updated employee records in HR systems, ensuring data accuracy and compliance with company policies.
- Collaborated with the HR team to organize employee engagement initiatives and team-building activities.
- Gained exposure to HR policies, labor laws, and best practices, contributing to the development of HR strategies.

## **JOB EXPERIENCE**

INVESTORS CLINIC PVT LIMITED

GURGOAN

HR INTERN

CURRENTLY WORKING FROM JAN 2025

### **JOB ROLE:**

Assist in recruitment, onboarding, and employee relations, supporting the HR team in administrative tasks and gaining hands-on experience in HR operations.

### **JOB DESCRIPTION:**

An HR Intern assists with various human resources tasks, including recruitment, onboarding, employee record management, scheduling interviews, preparing HR documents, and supporting HR staff with daily operations. The role involves learning HR processes and providing administrative support to the HR department.

## **EDUCATION & OTHER**

- UNIVERSITY - GLA UNIVERSITY MATHURA  
PURSUING BACHELOR DEGREE

2022-2025

LANGUAGES: English, Hindi  
SPECIALIZATION: MARKETING, HR

- INTERMEDIATE /12<sup>th</sup> (com) from CBSE Board (2022) with 70%



- **HIGH School/10<sup>th</sup>** from CBSE Board (2020) with 60%

### **ADDITIONAL / ACHIEVEMENTS**

---

- Secured 2<sup>nd</sup> position in inter sports fest at Ghaziabad organized by kiet University.
- Secured 1<sup>st</sup> position in spardha organized by GLA.
- Facilitated a workshop on LinkedIn by HR club.
- Coordinated Atal Bihari Yuva Sansad organized by HR club.

### **CERTIFICATIONS:**

- NPTEL Certification
- Linkdin course certification.
- Internship certification.