

# SONALI MEHTA

## STUDENT COORDINATOR

### CONTACT

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Ranchi (Jharkhand)

### EXTRA ACTIVITES

- certification of Volunteer

### LANGUAGES

- Hindi
- English
- Bhojpuri

### HOBBIES

- Blogging (YouTube channel)
- Travelling
- Dance

### CERTIFICATION

- Excel
- Python
- Power BI
- Diploma in Computer Applications (DCA)

### SKILLS

- Time management
- Cooperative
- Innovation thinking
- Collaborative
- Presentation skills
- Teamwork

### CAREER OBJECTIVE

- Innovative MBA graduate seeking an opportunity to leverage strategic thinking and problem-solving skills to drive growth and create value within a forward-thinking organization.

### WORKING EXPERIENCE

- Prerna Group** 27th Jan - Onwards
- Currently working as Human Resources Recruiter
  - Assist with recruitment processes, including posting job openings, screening resumes, and coordinating interviews.
  - Maintain employee records and ensure, support on-boarding processes for new hires.
  - Assist with HR administrative tasks, such as preparing documents and reports.
  - Contributed to the recruitment process, resulting in 10% increase in qualified candidates.

### Internship

- AB Global Organization** Oct 2024 - Nov 2024
- Human Resource Intern,
  - Completed a project titled "A Study on Recruitment Practices"
  - "A Study on Recruitment Practices" - Conducted primary research through LinkedIn surveys of HR professionals, analyzing current recruitment strategies and trends within the industry.

### Projects

- Project - Blockchain in Banking sector**
- Understand the data of the banking system how the blockchain is being used
  - Streamlining KYC with Blockchain: Analyzed the inefficiencies of traditional KYC processes and developed a blockchain-based solution to enhance data security and reduce onboarding time.
  - Investigated the potential of blockchain to revolutionize KYC procedures. Study for a blockchain-based KYC platform projected to reduce customer onboarding time by 40% and decrease compliance costs by 25%.
  - Submitted the PDF and PPT

### Education

- Vishveshwarya Group of Institutions** Aug 2023 - Present..
- Master of Business Administration
  - specialized in HR and IT
- Jawahar Lal Nehru College** Aug 2017 - Aug 2020
- Bachelor of Science
  - specialized in Zoology
- Jawahar Lal Nehru College** Apr 2015 - Aug 2017
- 12th class intermediate.
  - Winner of Creative Thinker
  - School Captain From (Aug 2015 - Jul 2017)