



OBJECTIVE

To work in an organization that provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organization

EDUCATION

Delhi University

BA Programme | 2021-2024

Bhartiya Vidya Bhawan

Higher Secondary (CBSE) | 2021

Bhartiya Vidya Bhawan

Secondary (CBSE) | 2019

SKILLS

- Proficient with MS Excel, Word, and Powerpoint
- Strong organizational and time-management skills
- Ability to work independently and as part of a team
- Quick learner with keen observation and ability to multitask.

CERTIFICATIONS

YWCA | 2021-2023

- Advance Diploma in Office Management

EXPERIENCE

Human Resource Executive

ARTISTS UNBOUND | Aug, 2023-Sept, 2023

- Hiring in multiple geographies (virtual)
- Onboarding of new volunteers
- Hiring and sourcing strategies
- Creating job descriptions for multiple roles

Intern

NDMC | June, 2022-July, 2022

- Worked as an intern in NDMC, under the Department of Civil Establishment

Sales and Marketing Intern

IFORTIS WORLDWIDE | Aug, 2021-Oct, 2021