

SHREYA JAIN

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MBA (Human Resource)

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Firozabad, Uttar Pradesh

SUMMARY

This side is MBA scholar in HR along with a strong academic background, adaptable and flexibility a driven HR fresher looking to implement subjective knowledge to company policies and procedures that increase employee morale and create a positive work environment.

EXPERIENCE

Wonder World Academy, Firozabad

- Academic Coordinator | 2022-2023
Job role included assigning the task to staff and to coordinate in between the management and scheduling meetings.

PROJECTS

- Talent Acquisition in AI era.
- Impact of fringe benefit on job satisfaction.

POSITION OF RESPONSIBILITY

- Member of HR Club.
- HR Coordinator with the placement cell.

CERTIFICATIONS

- CCC by NIELET.
- Project Management by Forage.
- HR Job Simulation by GE Aerospace.
- HR Foundation by GREAT LEARNING.
- HR Analytics by GREAT LEARNING.
- Google Analytics by GOOGLE.

EDUCATION

MBA

(Human Resource & Finance)

2023 - 2025

Master of Commerce

(Business Administration)

2020-2022

Dr. Bhimrao Ambedkar University, Agra
71.25%

Bachelor of Commerce

(Business Administration)

2014-2017

Dr. Bhimrao Ambedkar University, Agra
61.25%

INTERMEDIATE

2014 | CBSE

Kids Corner Happy Sr. Sec. School
74.6%

HIGH SCHOOL

2012 | CBSE

Kids Corner Happy Sr. Sec. School.
87.4%

SKILLS

- Ms. Office Suite.
- Verbal and written communication.
- Personnel Management.
- Presentation skills.
- Multitasking skills.
- Adaptability and collaboration.