






VAISHNAVI SAXENA

HR Professional

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 Apna ghar colony, bahodapur, gwalior, MP, India

LANGUAGE

English
Hindi
French (basic)

HARD SKILLS

Microsoft Office
HRM
Google Analytics
Customer relationship management

SOFT SKILLS

Communication
Leadership skills
Team work
Managing People
Sales and Marketing Skills
Adaptability

Profile Summary

- Energetic BBA student with strong communication and analytical skills. Proven ability to work well in teams and adapt to diverse environments. Dedicated to learning and applying business principles to real-world scenarios.

Education

BBA , Amity University, MP (2022-2025)

- 1st year marks- 9.31 CGPA
- 2nd year persuing

12th, Model Foundation School (2022)

- Academic marks- 89%

10th, Model Foundation School (2022)

- Academic Marks - 95%

Experience

Sales Intern

1st April 2023 -31st July 2023

AMITY UNIVERSITY, MP, GWALIOR

- Play an active role in counseling of students for admission in Amity University.
- Calling and collecting follow-ups on leads.
- Learn leadership and team work.

HR Intern

20 January 2024 - 20 April 2024

LINKMISE , MP, GWALIOR

- Provide valuable support in carrying out the day-to-day HR activities
- Organize and screen CVs and resumes, manage job ads, and assist in the implementation of company policies.
- Taking interview and recruiting staff

Acheivements

- Got 1st rank in 1st year over 350 students.
- Got NCC 'A' certificate.
- Got 25000 rupees from govt. for scoring in H. S. school.
- CR of class from 1st semester.

Reference

- **Pankaj Srivastava** (Amity university admission head) - **70242 91885**
- **Tarun Rohira** (Founder of Linkmise digital marketing company) - **77478 69155**

Volunteer Experience: Event Coordinator

- Coordinator of convocation in university.
- Recruited and managed volunteers, delegated tasks, and ensured smooth event execution.
- Communicated with vendors, sponsors, and participants to ensure event success.
- Developed promotional materials and utilized social media to increase event attendance.

Other Courses

- Behaviour Sceince
- Communication Skills
- French language
- English literature
- Media Management

Project Work

Three Social projects completed

- Awareness of girls for hi-gene
- Awareness about education in slum area
- Awareness for using biodegradable material instead of plastic

Research paper

- Effects of social media on youth
- Understanding clothes buying behavior of youngsters