

Bhavika Patwal

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Profile

Diligent college student actively seeking an internship opportunity. Majoring in Human Resource Management at Delhi University, I bring a robust skill set and a genuine passion learning new skillsets. With a proactive mindset and dedication to excellence, I am excited about the opportunity to contribute my energy and skills to an internship opportunity.

Experience

PRESIDENT | CAREER DEVELOPMENT CENTER, DYAL SINGH EVENING COLLEGE | APRIL 2024 – PRESENT

As President of the Career Development Center, I lead initiatives to empower students and alumni in navigating their professional journeys. I oversee strategic planning, mentorship programs, and industry partnerships to ensure our community thrives in a competitive job market. Together, we foster a culture of growth, resilience, and lifelong learning, equipping individuals with the tools and confidence to achieve their career aspirations.

HR INTERNSHIP | PARMAR CONSULTANCY SERVICES | AUGUST 2023 -SEPTEMBER

Post, update and remove job ads from job boards, careers pages and social networks.

Screen resumes and application forms.

Take first round of interview of Candidate and Schedule and confirm final rounds of interviews of candidates with different organisations.

Hiring New Interns and Training new interns for basic Tasks, Roles, responsibilities and duties carried out in the organisation.

Cold calling potential candidates from the database provided by different job portals.

Preparing job ads and content for the social media pages of the company.

Preparing and maintaining Excel sheets with candidate data in the organisation.

PUBLIC RELATIONS TEAM MEMBER | NIRVANA, B.A. DEPARTMENT, DYAL SINGH EVENING COLLEGE | NOVEMBER 2023 - PRESENT

Outreaching potential clients through cold calling and targeted email campaigns, social media handles for successfully securing participation and partnerships for college society's events, including festivals, webinars, and seminars.

Developed and maintained a comprehensive database of potential collaborators, sponsors, and speakers, ensuring a diverse and engaging lineup for events.

Creating posts for social media handles of Nirvana.

Outreaching collaborators for sponsorship of events organized by the society

RESEARCH TEAM MEMBER | MARK Z, MARKETING SOCIETY, DYAL SINGH COLLEGE | JANUARY 2023 - OCTOBER 2023

Researching various topics for social media posts and content creation.
Creating posters for social media handles.
Brainstorming new strategies for marketing and collaborations with brands.

Education

DYAL SINGH EVENING COLLEGE, UNIVERSITY OF DELHI - 2022 - 2026

Bachelor of arts in Human Resource Management(major) and Economics (minor)
Semester – 4 , SGPA – 7.7

CLASS 12 | CBSE BOARD 2021 - 22

Indira Ideal Sr. Sec. School, Janakpuri, New Delhi
- Science Stream PCMB (Percentage - 85%)

Skills & Abilities

MS	Interviewing
excel	Adaptability
MS word	Communication
Video Editing,	Interpersonal Skills
Cold calling	

Activities and Interests

Video editing, Sketching, Poster making, creative writing.

