

IERA JOSHI | Female, 21

EDUCATION			
B.COM(P)	Sri Aurobindo College, University of Delhi	80%	2024
Class XII	Vidya Mandir Public School (CBSE)	94.25%	2021
Class X	Carmel Convent School (CBSE)	95%	2019
ACADEMIC ACHIEVEMENTS			
Certifications	• Achieved Macquarie University's Excel Certification • Pursued Human Resource Management certification from Great Learning • Earned Basics of Trading certification from Indian School of Business(ISB)		2023 - 2024
Projects Undertaken	• Developed a financial statement using MS Excel • Conducted Analysis of company's performance through Ratio Analysis		2023 2023
Achievements	• Felicitated with a scholarship of 35,000 in Class XI • Achieved 98 marks in Social Studies with School Topper status in Class X Exams • Excelled in Computer Accounting System, achieving a perfect score of 100 in college semester exams.		2022 2019 2024
WORK EXPERIENCE & INTERNSHIPS			
HR Executive SkillGenic	• Secured a Letter of Recommendation for outstanding performance during HR Internship. Indulged in end-to-end recruitment process, including sourcing, screening, documentation and compliance. Successfully conducted 500+ interviews and provided 50+ suitable candidates for clients during my HR internship.		2023
Finance Intern Vardhan Consulting	• Secured a Letter of Recommendation for outstanding performance during finance internship Created financial statements and gained foundational finance knowledge through hands-on experience with Excel during finance internship.		2023
Head MIS Top Trove Foundation	• Promoted from MIS Intern to CO-MIS Manager within one month, managing a team of 30 interns . Subsequently elevated to Head of MIS Department within 15 days. Executed timely and confidential data input from source documents, creating offer letters, LORs , and COCs . Proficiently managed Excel entries and performed various data entry tasks .		2024
Talent Acquisition Intern Erekrut Automation Ltd	• Recognized as Intern of the Week for all the 4 consecutive weeks for outstanding performance in candidate sourcing, screening, and interview coordination. • Successfully utilized various channels to identify and attract potential candidates , maintained effective communication, and contributed to market research and virtual discussions.		
POSITIONS OF RESPONSIBILITY			
Top Trove	Head MIS	• Promoted to Head of MIS Department of Top Trove Foundation within 15 days. Rapidly advanced from MIS Intern to CO-MIS Manager in just one month, taking leadership and adept management of a 30-member intern team.	2024
WDC	PR & Research Manager	• Served as a PR & Research Manager , responsible for overseeing PR and research functions, while leading the 10 member team of PR and Research.	2024
Skill Genic	Team Leader	• Promoted to HR Executive from HR intern within internship assuming the role of Team Leader for a group of 8 interns .	2023
EXTRA-CURRICULAR ACTIVITIES			
Dance Coaching	• Delivered seamless online dance instruction to clients in the US, UK, and Australia for 1.5 years as an extracurricular activity, using strong communication and cross-cultural teaching skills.		2022
Volunteering	• Volunteered as an English Curriculum Writing Intern , contributing expertise and creativity to curriculum development.		2023
Tutoring	• Provided pro-bono tutoring to underprivileged children in my community during COVID-19.		2020
Hobbies	Dance, Yoga, Astrology Enthusiast, Volunteering & Baking		