

Kajal Gautam

Jind, Haryana

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Motivated and results-driven MBA student with a strong foundation in business strategy, financial analysis, and organizational behavior. Skilled in data-driven decision-making, team collaboration, and project management. Experienced in [internship/part-time role/academic project] with a demonstrated ability to solve real-world business problems. Eager to contribute analytical skills and business acumen to a dynamic organization.

Personal Details

Date of Birth: 2003-12-20

Eligible to work in: India

Highest Career Level: Fresher

Industry: Accounting, Banking & Finance, Human Resources

Total years of experience: 0

Work Experience

HR Intern

Saavy Relations LLP-Gurugram, Haryana

Internship

June 2023 to August 2023 • Internship

- Assisted in the recruitment process by screening resumes, scheduling interviews, and coordinating candidate communications.
- Maintained and updated employee records and HR databases with accuracy and confidentiality.
- Supported onboarding activities including preparing orientation materials and conducting initial documentation.

Education

MBA in Finance and HR

Bhagat Phool Singh Mahila Vishwavidyalaya-Jind, Haryana

Full-time | August 2024 to Present

Scored: 75%

BBA in Operations

Bhagat phool singh mahila Vishwavidyalaya-Jind, Haryana

Full-time | July 2021 to May 2024

Scored: 79%

Skills / IT Skills

- Microsoft Office
- Communication skills
- Leadership
- Team work (Less than 1 year)

Languages

- English - Intermediate
- Hindi - Native