RESHMI MISHRA

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Skills

Product Skills	Technical Skills	Business & Collaboration Skills
• User Research, Req. Gathering • MVP Scoping, Wireframing • Problem Solving, Prioritization	• Python, SQL, Tableau (Basic) • Excel (Dashboards, KPIs) • Google Suite	• HR & Team Coordination • Leadership, Communication • Event & Workflow Management

Certifications

Explore a Career in Product Management (LinkedIn Learning) | Google Data Analytics Professional Certificate | Google Business Intelligence Professional Certificate

Education

Degree	Institution	Year of Passing	CGPA/Percentage
BBA	VIT Bhopal University, Bhopal	2026 Ongoing	8.9/10
Class XII	Shree Jain Vidyalaya, Howrah	2023	70%
Class X	H.S Memorial, Hooghly	2021	77.3%

Internship Experience

HR Executive Intern | Sterionsys Technology | Remote/Hybrid | *2025 Present*

- Lead full recruitment cycle: sourcing, screening, evaluating tech/non-tech profiles.
- Coordinated interviews, managed ATS, ensured smooth candidate/manager communication.
- Supported HR operations (onboarding docs, database management.).
- Improved hiring efficiency via structured pipelines & follow-up workflows.

HR Intern - Talent Acquisition | Jindal India Ltd. | On-Site | *1 Month*

- Participated in full recruitment cycle including resume screening & interview coordination.
- Supported onboarding workflows and collaborated on talent pipeline development.
- Strengthened communication & stakeholder handling skills through daily interactions.

Digital Marketing Intern | Punama Innovations | Remote | *2.5 Months*

- Prepared performance & engagement reports for marketing campaigns.
- Managed campaign data sheets and tracked key engagement metrics.
- Assisted in content planning using basic analytical insights.

PROJECTS

- **Emotional Intelligence & Gen Z Workplace Culture:** Research on Gen Z's value systems & emotional intelligence with primary data collection
- **Excel Business KPI Dashboard:** Built interactive sales dashboard with pivot tables, slicers & KPI metrics

EXTRA-CURRICULARS

- **Event Product&Operations Lead, CSI | 2024-2025:** Managed 200+ participant event, designed clue flows & game mechanics, coordinated with teams
- **Pehel Foundation-Teacher:** Conducted educational sessions for underserved students

ADDITIONAL INFORMATION

- Book Reader (Self-help and Fictions)
- Languages: Hindi, English, Bengali, Maithili