**PRATIMA TRIPATHI**

Contact: +91-9540273011/9354577501 / E-Mail: pratima19tripathi@gmail.com

* To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

**PROFESSIONAL Synopsis**

* An effective communicator with analytical and logical skills and ability to relate people at any level of the business to accomplish set revenue and business targets.

**EMPLYOMENT DETAILS**

**From Dec'18 - April’19: International Polytechnic for Women as Guest faculty for Mass Communication**

**From Jun'18- Nov'18: Inmacs Management Services Limited as Senior HR Executive**

* Handled all the registration for CA and trainees.
* Handled employee relationship
* Keeping record of attendance, holidays and off.
* Pay roll
* Handling both administrative and HR roles.

**From Mar’18 -May'18: James Infinus Private Limited as HR Executive**

* Identify and assess training needs within a company.
* Develop, organize, conduct and evaluate training programs.
* Plan, organize, and implement a range of training activities.
* Train new hires; conduct orientation sessions to assess level of skills.
* Conduct induction and on boarding program.
* Conducting onboard activities to minimize the attrition.
* Conducting employee relation activities for employee engagement and motivation.
* Create interactive, multimedia presentation.

**From Nov’17 to Jan’17 Talent4assure Assessment Services as Management Trainee**

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**INTERNSHIP ATTENDED**

**Jun’10-Jul’10 The Statesman Newspaper, Barakhamba Road, New Delhi as Reporter**

**Jul’11-Aug’11 Raftaar Time News, Noida as Desk Editor**

**Jun’16-Jul’16 Digicall Teleservices Pvt Ltd, Noida as HR**

**EDUCATION**

* MBA from MERI, affiliated with Guru Gobind Singh Indraprastha University, New Delhi.
* Masters in Mass Communication from Guru Gobind Singh Indraprastha University, New Delhi.
* Bachelors in Journalism and Mass Communication from Trinity Institute of Professional Studies, affiliated with Guru Gobind Singh Indraprastha University, NewDelhi in 2012.
* 12th from National School Of Open Learning in 2008.
* 10th from KV Akkulam in 2006.

**ACHIVEMENTS**

Positioned as winner for the events like:

* “STREET PLAY” in Apeejay Institute of Mass Communication in 2010.
* “SHOW YOUR REEL” in Trinity Institute of Professional Studies in 2011.
* “STREET PLAY” in prelims of ANOOGUNJ of IP University.
* “STREET PLAY” in Fest 24 “Manthan’11 organised by News 24 (B.A.G Films).
* “STREET PLAY” in Synergy 2010.
* “Footloose” in Trinity Institute of Professional Studies in 2009.
* Runner up of event “STREET PLAY” in Trinity Institute of Professional Studies in 2011.
* Runner up of event “NACH BALIYE” in ANOOGUNJ of IP UNIVERSITY IN 2014.

**IT SKILL**

* Languages: Visual Basic, HTML.
* Operating Systems: Windows 10, Windows 7.
* Software Skills: MS PowerPoint, MS Word, MS Excel and well-versed with internet.

**BEYOND CURRICULUM**

* Attended ISOMES Media Fest “MANTHAN”.
* Actively participated in discussion with dignified Media Personalities such as Rajdeep Sardesai, Ashutosh, Arnab Goswami, Management Guru Arindum Chaudhry and Film maker Madhur Bhandarkar.
* Won first position in Relay Race (2001-02); Kabbadi (2002-03); Throw Ball (2004-05); 400 & 800mtrs (2006-07).
* Won third position in 100mtrs (2003-04, 2004-05); 200mtrs (2004-05); 800mtrs (2005); 4\*100mtrs relay u-17 (2004-05).
* Won second position in Basket Ball (2004-05); Throw Ball (2005); 100 & 200mtrs (2006-07).
* Participated in KV Sangathan chennai region badminton singles and doubles in 2006.
* Headed a group of summer adventure camp (14th May to 16th May, 2006 & 2008).
* Served in GGSIPU as Event Coordinator at Annual Sports Day in 2012 and 2013.
* Served in GGSIPU as Event Coordinator at Annual Festival Anugoonj in 2013, 2014.

**PERSONAL DETAILS**

* **Date of Birth:** 20th February 1991.
* **Address:** B-415, Neeti Heritage, Nande, Near Sus Road, Pune-412115.
* **Languages Known:** English and Hindi.