



# RIDHIMA KHATTRI

A hardworking individual with good command over end to end recruitment process who believes in following work ethics, codes and culture. Proficient with good communication skills, problem solving ability, and eagerness to work in a dynamic environment.

## OBJECTIVE

A proactive and fast learning individual seeking an opportunity to work as a human resource specialist utilizing analytical, methodical skills, and relevant expertise to help the company achieve business goals while sticking to vision, mission and values.

## PERSONAL DETAILS

DOB:  
DECEMBER 10, 1996

PERMANENT ADDRESS:  
14 Hanuman Bagh,  
Mumfordganj, Prayagraj  
(211002)

PHONE:  
7080809112

EMAIL:  
ridhimakhattri.14@gmail.com

## EDUCATION

Course & Subjects	Board/University	Year of Passing	Marks
Post-Graduation (MBA)	IMS Unison University, Dehradun	2020	8.89CGPA
Graduation (B.COM)	University of Allahabad	2018	62.16%
Intermediate	Girl's High School, Prayagraj (ISC)	2015	84.8%
Matriculate	Girl's High School, Prayagraj (ICSE)	2013	81.5%

## SUMMER INTERNSHIP

**COMPANY** - Honda Cars India Ltd, Bhiwadi, Rajasthan

**PROJECT TITLE-** Recruitment & Selection Process

**PROJECT DURATION** - 01/05/2019 – 30/06/2019

**SYNOPSIS** - The project was about the recruitment of new trainees in the company. The screening of resumes according to the set criteria was also a part of the project wherein the potential employee information was communicated, and various background checks were done. The regular screening of the productivity of existing employees was also done.

## TECHNICAL SKILLS

MS EXCEL  
MS WORD  
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## MBA – DUAL SPECIALIZATION

HUMAN RESOURCE  
BUSINESS ANALYTICS

## WORK EXPERIENCE

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**Company Name-** Recruitment Cell, Gurugram, Haryana

**Duration-** 2 Months (20/01/2020 to 20/03/2020)

**Designation:** Recruitment Specialist

### **Responsibility -**

- Sourcing, Screening & Validation of Profiles for Financial Services Consulting / BFSI vertical.
- Evaluate applicants by discussing job requirements and applicant qualifications with Clients, interviewing applicants on consistent set of qualifications personally or telephonic.
- Determine applicant qualifications by interviewing applicants, analyzing responses; verifying references; head hunting, comparing qualifications to job requirements.

## CERTIFICATIONS

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- Certificate in Workshop on Statistical Techniques using Software by DIT University.
- Course on Computer Concepts (CCC) by NIELIT from NIPS Literacy & Scientific Society, Prayagraj in August 2016.
- Awarded Achievement certificate in Lean Six Sigma Green Belt by Exemplar Global (Benchmark Six Sigma).
- Awarded in Personality Development Program (PDP) conducted by Crescent System at IMS Unison University.

## OTHER ACHIEVEMENTS

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- Organized events like Freak-O-Lan, Vibrance- Rangoli in the Event Lamhe held at IMS Unison.
- SangeetPrabhakar Degree in Kathak Indian Classical dance From Prayag Sangeet Samiti.
- Certified in MS Office (Word, Excel, Power Point) by Aptech Computer Education in 2019