

# KRATIKA AGARWAL

28/440, Gudri Mansoor Khan, Agra

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## CAREER OBJECTIVE

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To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self-development and help me to achieve organizational goals.

## EDUCATION

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<b>Banasthali Vidyapith, Jaipur</b> Master of Business Administration Human Resources, and Public Policy and CSR	<i>July 2019 - May 2021</i> CGPA: 8.95/10.0
<b>Dr. B.R. Ambedkar University, Agra</b> Masters of Commerce, Business Administration	<i>July 2017 - June 2019</i> Overall Percentage: 63.33
<b>Dr. B.R. Ambedkar University, Agra</b> Bachelor of Commerce	<i>July 2014 - June 2017</i> Overall Percentage: 68.8
<b>Holy Public School, Agra</b> CBSE XII Board Examination	<i>July 2012 - June 2014</i> Overall Percentage: 82.4
<b>Holy Public School, Agra</b> CBSE X Board Examination	<i>July 2010 - June 2012</i> CGPA: 8.8/10.0

## WORK EXPERIENCE

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<b>Jobaaj.com, Agra</b> <i>HR Intern</i>	April 2021- Present
<ul style="list-style-type: none"><li>Preparation and updation of daily trackers which includes :- Joining in pipeline, Daily Interview Lineups and Interviews done in a day.</li><li>Posting jobs and screening candidates as per client's requirements for shortlisting them.</li><li>Done follow up calls for confirming candidate's presence in interview.</li><li>Sending mails for providing certain information and updates to candidates and clients.</li><li>Shortlisted candidates for the profile of internal and statutory audit, HR Recruiter (US IT / NON IT recruitment), Valuation, SOX Compliance, Accounts Executive and Financial due diligence.</li></ul>	
<b>ProfCess, Bhopal</b> <i>HR Executive Intern</i>	July 2020- Nov 2020
<ul style="list-style-type: none"><li>Certified with Platinum certificate.</li><li>Organised events on special occasions like Independence day Friendship day for employee engagement.</li><li>Handled end to end recruitment process from resume screening to on-boarding.</li><li>Hired Candidates for profiles like Business developers, content writers, Graphic designer, Human resources and Web developers.</li></ul>	
<b>Ecera System, Michigan</b> <i>Relationship manager</i>	Aug 2020- Sept 2020
<ul style="list-style-type: none"><li>Took interviews and shortlisted candidates for the profile of HR and Digital Marketing.</li><li>Coordinated with several US clients regarding product requirements.</li></ul>	

- Served as a medium of communication between clients and technical team.
- Hired Candidates for profiles like Business developers, Digital marketing, Human resources and web developers.

### **Revidly, Gurugram**

April 2020- May 2020

*HR Intern*

- Coordinated with 20 colleges for using Revidly and successfully collaborated with half of them.
- Gave a presentation on self formed recruitment policy. Check the presentation [here](#)
- Conducted exit interviews over call for departing employees.

### **YEF-NGO, Delhi**

April 2020- June 2020

*HR Intern - Administrator*

- Supervised HR interns and managed data related to them.
- Conducted Induction meeting virtually.

## **PROJECTS**

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### **Is Child Labour Really Bad? - A design thinking Approach**

Researched evaluation and analysed the problem

Ideation for the problem solving

### **Hungry Souls**

Came up with an idea of food service at Banasthali Vidhyapith. Proposed a business model

Components of Project - Consumer Behaviour, STP and 4 Ps (Product, Price, Place and Promotion) of Marketing

### **Business Model - Paytm**

Analysed and presented business model and payment gateway of Paytm

## **TECHNICAL STRENGTHS**

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### **Software & Tools**

MS Office, Tally

## **WORKSHOPS**

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Completed a course on "Transformational Leadership - Hidden Secrets of Great leaders" from Alison.

Attended a International Workshop on Research in Indian Ethos organised by Banasthali Vidhyapith

Attended a Workshop on Career Development - START WITH SELF

Attended Personality Development class organised by Banasthali Vidhyapith

## **PERSONAL TRAITS**

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Keen Observer

Highly motivated and eager to learn new things

Strong motivational and leadership skills

Ability to work as an individual as well as in group