

Sheffali Sinha

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Professional Summary

MBA graduate with dual specialization in HR and Marketing, experienced in recruitment, onboarding, and HR coordination. Skilled in streamlining hiring processes and supporting organizational operations. Proficient in Excel, Google Sheets, Canva, ATS platforms, and ChatGPT. Strong communication, analytical, and time management abilities.

Core Competencies

- **Human Resource Management:** Recruitment & Selection, Onboarding, HR Coordination
- **Technology Proficiency:** Microsoft Excel, Google Sheets, Canva, Applicant Tracking Systems, ChatGPT for content creation and productivity enhancement
- **Marketing Skills:** Digital Marketing, Branding Basics
- **Soft Skills:** Communication, Negotiation, Public Speaking, Time Management

Professional Experience

HR Operations Intern

GOAL Infratech, Patna, Bihar | Oct 2022 – Dec 2024

- Handled recruitment, scheduling, and external HR communications
- Managed office operations and HR documentation

HR Intern

Coceptual Media, Remote | May 2021 – Jun 2021

- Conducted screening, coordinated interviews, and supported recruitment.

Management Intern

Tech-Talks India, Bangalore | May 2018 – Jun 2018

- Researched market opportunities to enhance the visibility of certification badges
- Analysed client data to identify trends and support business development decisions

Education

MBA (HR & Marketing) – BIT Mesra | 2022 | 87.80%

BBA – BIT Mesra | 2019 | 66.90%

XII – CBSE – Radiant Intl. School | 2016 | 79.40%

X – CBSE – DAV Public School | 2014 | 74.10%