



Shelly Kushwah

Human Resource Intern

☎ 8120193659

✉ shellykushwah25@gmail.com

📍 Gurgaon

in <https://www.linkedin.com/in/shelly-kushwah-ba0028215>

SUMMARY

Looking for an opportunity where I can employ all my skills for the benefit of the Organization and like to achieve good progress in midcareer

SKILLS

Good communication skill
Microsoft Office
Recruitment
Onboarding
Compensation and benefits management
Activity Planning

LANGUAGES

ENGLISH
HINDI

INTERNSHIPS

Trainee

May '16 - Jun '16

karvy stock broking, GWALIOR, Madhya Pradesh

Shadowed senior team members to learn all related jobs.

PROFESSIONAL EXPERIENCE

HR Assistant

Jun '21 - May '22

Gmagica technologies pvt. ltd

1. Cold called passive candidates interviewed candidates and prepared them for an interview
Assisted with efficiently and effectively filling open positions.
2. Developed a pool of qualified candidates in advance of need.

Primary Teacher

Nov '18 - Mar '21

ADITYA WORLD SCHOOL, GWALIOR

Drove student learning by establishing clear classroom plans and group objectives, as well as actionable strategies to achieve each goal.

Primary Teacher

Sep '17 - Sep '18

WOODSTOCK SCHOOL, GWALIOR

Drove student learning by establishing clear classroom plans and group objectives, as well as actionable strategies to achieve each goal.

EDUCATION

Executive PG program in HRM

Jun '22 - Present

LIBA UNIVERSITY (UPGRAD)

MBA (Finance & Marketing)

Aug '15 - Jul '17

PRESTIGE INSTITUTE OF GWALIOR

B.C.A.

Aug '12 - Jun '15

PRESTIGE INSTITUTE OF GWALIOR