

DEEPSHIKHA

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8448161593

Pune, Maharashtra

SKILLS

Recruitment, employee relations, onboarding, teamwork and collaboration, communication skills, organizational skills, budgeting skills, Empathetic skills, Time management, Records management, Adaptability

PERSONAL DETAILS

Date of Birth : 31/03/1993

Father's : Deepak Kumar
Name Srivastava

INTERESTS

Drawing

Travelling

ACTIVITIES

Event Coordinator, Finance Club- Organised and promoted events, Amity Business School

Event Coordinator, Convocation- coordinating and organising activities for Amity University 14th Convocation

Event Coordinator, Agro World- organised and coordinated the events of Agro Works Exhibition, Agri Startups Convention, Farmers Convention, India International Agro Trade and Technology Fair

LANGUAGE

English

EXPERIENCE

MMR Group of Companies

15/05/2019 - 30/06/2019

HR Intern

Worked on- Naukri.com

Indeed

Internshala

Freshersworld

Updazz

LinkedIn

Times jobs

Responsibilities handled- Job posting, recruitment, onboarding, development, retention, separation Attendance, grievance handling, maintaining the data, employee engagement

Handling all the official mails and calls

Dealing with placement organizations and College placement cells.

Xperthunt

5 /05/2021 - 5/11/2021

HR Intern

Worked on Naukri, LinkedIn portals- job posting and search engine

Have worked on multiple profiles for both IT and Non- IT profiles for various companies like Dentsu for various positions like-Senior Manager, COE, Head of External Client Reporting, Financial Analyst Manager, Java Developer, Financial Analyst, Senior Software Architect, Blackline Administrator, Transition Manager, Cash Flow Analyst, Functional Architect, Enterprise Architect, Solution Architect, Integrated Release and Environment Analyst, Actuarial Analyst, Sales Manager, Sourcing Manager, Agriculture Manager, BI Developer, Blackline Administrator etc.

Recruitment, follow up, dealing with clients through calls and mails for various requirements.

EDUCATION

Institute of Engineering and Management, Kolkata

BBA

7.56

Hindi

Amity University, Noida

MBA

7.87



ACHIEVEMENTS & AWARDS

1st position in Social Entrepreneurship Competition

1st position as Commander at Military Training Camp- leadership, team achievement, coordination, motivation