

Sanjeevani Ojha

Ward No -07 Ojha Ghati Mukherjee Marag Jawad , MP

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PERSONAL STATEMENT

Forward thinking individual with refined interpersonal and multitasking skills. Looking to join a progressive organization as a Human Resource Executive to provide high end administrative support in the Human Resources department.

KEY ACHIEVEMENTS

- **Academics:** Achieved top ranking in 12th Class (whole School)
- **Academics:** Achieved central sector scholarship during College

Job EXPERIENCE:

Siya Tech Venture Pvt. Ltd.

20 Dec 2021 to 31 Mar 2022 as Talent Acquisition Executive

- Sourcing candidates from LinkedIn for different profiles for IT & Non -IT both domain .
- Profiles like Frontend developer, Backend developer , Digital Marketing ,Human Resources , Business analyst & Business development .
- Completely worked on Zoho recruit
 - 1.Upadting resume of candidates
 - 2.Updating their associated job , status, to-dos & feedback
 - 3.Aligning their interview on recruit & sending mail from it .
- Taking Screen call of candidates & scheduling their interview (online as well as offline)
- Helped in employee engagements in company.
- Updating attendance of employee in software & updating MOM of discussion.
- Helped in HR operations.

Internship Experience:

MONEY WORK HERE

14 Sep 2020 to 06 Nov 2020 as Human Resource Associate

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records .
- Process documentation and prepare reports relating to personnel activities
- Coordinate communication with candidates and schedule interviews
- Assist our recruiters to source candidates and update our database
- Taken interviews of different candidates in HR, Retail banking and Sales.

LUDIFU

1stsep 2020 to 31st Oct as Human Resource Intern

- ★ Posting job advertisements to job boards and social media platforms.
- ★ Help prepare word , power point and excel documents.

EDUCATION

- Master of Business Administration from Medicaps-University (2019-21) with 8.52 CGPA
- Bachelor of Commerce from Mahatma Gandhi College affiliated by Vikram University (2016-19) with 67%
- Intermediate from M.P Board Year 2016 with 81%.
- High school from CBSE Board Year 2013 with 6.7 CGPA

PROJECTS

- A study of impact of celebrity endorsement on consumer buying behavior with respect to soft drink
- A study of impact of online food delivery app on restaurant business

CORE SKILLS

- Team Player Attitude
- Team leadership
- Microsoft Excel
- Active listener
- Confident communicator and decision maker

Certifications

- ★ Certificated Prepare to Manage Human Resources
- ★ Certificated in Everyday Leadership
- ★ Certificated in Supply Chain Analytics
- ★ Certificated in SEO
- ★ Certificated in Six Sigma Organization

PERSONAL INTERESTS

Traveling , Dance,Listening music, Art, Badminton

PERSONAL PROFILE

Date of Birth	: 27/07/1997
Gender	:Female
Nationality	: India
Marital Status	: Unmarried
Language Know	: English, Hindi

