

EDUCATION

Bachelor of Commerce (B.Com), Marketing and finance

RAJA BLAWANT SINGH COLLEGE AGRA

2021 - 2024

Senior Secondary (XII), Commerce

Dr. MPS World School

(CBSE board)

Year of completion: 2021

Secondary (X)

Dr. MPS World School

(CBSE board)

Year of completion: 2019

INTERNSHIPS

E-Commerce Marketing

Poornatah Education, Agra

Apr 2023 - Present

recently I worked with donate blood save lives camp.

TRAININGS

Advanced Excel

Internshala Trainings, Online

Jul 2023 - Aug 2023

Advanced Human Resource Management

Internshala Trainings, Online

Jun 2023 - Jul 2023

Human Resources (HR) Management

Internshala Trainings, Online

Jun 2023 - Present

I love to work with them . And learn to know skills and knowledge from their. They are so good and help us to decide, what to do In our career with allots of courses in your field which we selected and they are also helping Us . So I'm very happy to apart of their journey and learn something new in our career . Thank you so much Internshala Internship to give a chance to prove, what I'm and what to do in my life with your support and your courses, what, which and why I choose it Human Resources (HR) Management.

GENERAL APTITUDE

Internshala Trainings, Online

Jun 2023 - Jun 2023

Successfully completed a 6 weeks online certified training on General Aptitude. The training consisted of Reading Comprehension, Quantitative Aptitude, Logical Reasoning, and Data Interpretation modules. In the final assessment, I scored 81% marks.

Human Resource Management

Internshala Trainings, Online

Jun 2023 - Jun 2023

PROJECTS

Recruitment & Salary Structure

Jul 2023 - Jul 2023

https://trainings.internshala.com/uploads/advanced-human-resource-management-hrm-specialization/uploads/projects/v_3/3464384/64bfb2f348f4.zip

Identified sources of recruitment, defined key competencies for a role, designed salary structure, and calculated employees' TDS & in-hand salaries in this project.

SKILLS

Recruitment

Intermediate

Training And Development

Intermediate

HR Analytics

Intermediate

Compensation management

Intermediate

Labour laws

Intermediate

Statutory compliances

Intermediate

Human Resource Information System (HRIS)

Intermediate

MS-Excel

Intermediate

MS-Word

Beginner

English Proficiency (Written)

Advanced

English Proficiency (Spoken)

Advanced

Hindi Proficiency (Spoken)

Advanced

MS-PowerPoint

Beginner

Adobe Illustrator

Beginner

iOS

Beginner

Android

Intermediate

Digital Marketing

Intermediate

Social Media Marketing

Intermediate

Creative Writing

Intermediate

MS-Office

Intermediate

Effective Communication

Beginner

Marketing

Intermediate

Quality Assurance/Quality Control (QA/QC)

Intermediate

Accounting

Intermediate

Computer Vision

Beginner

Copywriting

Intermediate

Business Analysis

Beginner

Marketing Strategies

Beginner

Tally

Beginner

Email Marketing

Intermediate

Research and Analytics

Beginner

Search Engine Optimization (SEO)

Beginner