

SNEHA SHRIVASTAVA

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Career Objective

With two years of experience in managing, hiring individuals, store management, I wish to seek my career opportunity in IT industry. I am looking forward to work collaboratively with the esteemed organization.

Work Experience

Owner and recruiter in Matra Kripa Shopping Mart, Indore Dec 2020 - Present

- Recruitment of employees (in various roles and responsibilities) to ensure that the mart is fully staffed.
- Assigning the employees various roles and responsibilities.
- Training the employees as per their respective profile.
- Creating long term goals along with subsequent short-term goals to achieve them.
- Tracking their performance with respect to the deadlines.
- Training the employees on supermarket software 'Posbytz' and rectifying their issues viz feeding item list, creation of categories, customer management, pricing and billing process.
- Preparing job descriptions on social media and interviewing the candidates.
- Preparation of salary of the employees

Writer in Storysurf, Mumbai

- Writing short stories in English language Jan 2021- July 2022; Nov 2023 - Present
- Writing short stories in Hindi language Dec 2023 - Present

Literary Achievements and Publications

- *Untouched Musings*, poetry book with ISBN 978-9358738100 got published on October 27, 2023
- An article *Youth Development: Development of India* got published in Parivartan Magazine in November 2022
- *Pristine Emotions*, poetry book with ISBN 978-1636066059 got published November 13, 2020
- A poem got published in anthology *Invisible Wall* with ISBN 978-93-90334-18-6 in September 2020
- Co-authored in an anthology *Ola Amigos* with ISBN 978-93-90328-70-3 in August 2020
- An article *Bhakti Movement: Societal Transformation through Literary Spiritualism* got published in Re-markings, bi-annual magazine by ELSA India in July 2020
- Presented a paper in Current Environmental Issue & Sustainable Development seminar organized by Government K. R. G. P. G. Auto College, Gwalior in March 2019

- Got first place in National Conference 2014, organized by Higher Education Department, Madhya Pradesh State Government for paper presentation on January 22-23, 2014
- Participated in National Workshop on Common Spaces in Drama & Cinema organized by Government K. R. G. P. G. Auto College, Gwalior in October 2013
- Certified for presenting paper in the National Seminar organized by Vijayaraje Govt. Girls P. G. College, Gwalior along with The Indian Economic Association on September 28-29, 2013
- A Hindi article and a poem got published in Hindi Magazine of ABV IITM and was awarded second prize for the same in 2011

Educational Qualification

- Master of Business Administration (HR and Marketing)
ABV Indian Institute of Information Technology and Management, Gwalior (M. P.)
Year 2011-2013 CGPA: 7.88
- Bachelor of Engineering (Electronics and Communication Engineering)
Maharana Pratap College of Technology, Gwalior, affiliated to RGPV Bhopal (M. P.)
Year 2006-2010 Percentage: 73.8

Internship

Unitech Limited, Gurgram

- Assisted the superiors in writing job descriptions of various openings.
- Scrutinized and collected the resume of suitable candidates via job website (naukari.com)
- Presented the resumes of the most suitable candidates as per the job description to the superiors.
- Subordinated the superiors in the interview process.
- Collected data and kept the digitized records of various openings and their respective status.
- Communicated with the candidates with regard to any recent update (not mentioned otherwise in resume) of their particulars before the interview and coordinated with them in the whole recruitment process.

Prasar Bharti, Gwalior

- Observed and learned the whole process of telecommunication.

Academic Projects

Worked on Madhya Pradesh State Government funded project on Employee Engagement, Empowerment and Trust in the year 2012

- Objective was to present a report based on the feedback of people regarding the display of behavior of employees working under the Right to Information Act.
- Also reported the effectiveness and efficiency of RTI in the Madhya Pradesh State government.

- To build trust among the people through transparent reports based on the findings.

Documented entire HR Summits of ABV IITM in the year 2012

- Benefit for Institute: Provided a full overview at a glance.
- Benefits for students: Since it was a combination of academic ideas and industry practices, all the information consolidated at one place. It also helped the students, enlightened them on emerging areas of HR.

Skills

Recruitment and Training, Store Management, Online marketing and promotion, MS Office (PowerPoint, Word, Excel)

Leadership Roles & Extracurricular Achievements

- Participated in 3rd UNGC Gender Equality Summit 2020, organized by United Nations Global Compact Network India.
- Student Coordinator - 4th National HR Summit, ABV IITM in 2012
- Presented Kathak dance on *Theme: Motivation* at 4th National HR Summit, ABV IITM in 2012
- Presented Kathak dance (solo) in cultural evening at NCMAT, ABV IITM in 2012
- Won second prize in Poetry & Slogan Writing in event *Hindi Pakhvada*, ABV IITM in 2011
- Won Ms Fresher' 2011 in event Aagman, ABV-IITM in 2011
- Organized and anchored in annual cultural event Rubaroo, MPCT in 2007
- Head of Publicity, Sponsor & Cultural committee Rubaroo, MPCT in 2007

Extracurricular Skills

- Meditation
- Orating and Writing
- Blogging (www.thejourneytolearn.blog)
- Dancing