

# Divyansh singh rathore

---

Email: rathoredivyansh2022@gmail.com

Phone: +91 8764423818

## WORK EXPERIENCE

-Worked at Team Leader position in HRM Department at Vio Learnx (May 2024-June 2024)

-Worked with Bliss Studies in the Human Resources Department (March 2024-June 2024)

-HR Executive  
CONVERSE PLACEMENT Services  
August 2024 - present

~Managing the recruitment process, including job postings, candidate screening, interviews and selection.

~Coordinating with hiring managers to understand staffing needs and develop effective recruitment strategies.

~Handling employee onboarding, ensuring smooth integration of new hires into the company culture.

---

## EDUCATIONAL BACKGROUND

-Maharshi Dayanand Saraswati University (MDSU), Bhilwara

-Bachelor of Commerce (B.Com)

-Expected year of completion-2025

-School

. 12th Class(CBSE-2022-23): Commerce (Marks-74%)

. 10th Class(CBSE-2020-21): Marks -65%

## PROFESSIONAL SUMMARY

Ambitious B.Com student with a strong foundation in finance and currently working as an HR Executive. Skilled in Python, Tally, and Excel. Seeking opportunities in finance or accounting to apply theoretical knowledge, enhance practical skills, and expand professional experience.

---

## SKILLS & PROFICIENCIES

- Technical : Python , Tally , Excel , Photoshop, HTML,STML , MS Office, MS Tally.
- Creative : Canva
- Interpersonal skills
- Confidence
- Team management
- Budget management
- Communication skills

---

## CERTIFICATIONS

-JPMorgan Chase Investment Banking Job Simulation on Forage

-PwC US Audit Job Simulation on Forage-May 2024

-Infosys Springboard Young Industry-Banking 2024