

**Shreya M. Dharkar**  
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### **Career Objective**

A passion for knowing new concepts and to work as a key player in challenging and creative environment and gain expertise in the area and thus make myself a valuable asset to the organization. We'll versed with HR, Entire office Administrations, Sales Follow up, E-mail Marketing, product management, Product branding.

### **Educational Credentials**

<b>Degree</b>	<b>Board/Institute/University</b>	<b>Year</b>	<b>Percentage</b>
<b>MBA (HR)</b>	Annamalai University	2010	68.70%
<b>PG Program on Business Skills (Specific Domain-Retailing)</b>	NIS Academy,Vadodara	2010	68.00%
<b>B.Com</b>	Maharaja Sayajirao University,Vadodara	2008	57%
<b>10+2</b>	Gujarat Board,Gandhinagar	2005	74.60%
<b>10</b>	Gujarat Board,Gandhinagar	2003	73.04%

### **Projects undertaken during Post Graduation**

- **Retail Project** – Undertook a retail project on various retail segments like Food & Beverages, Clothing & Textile, Home Decor, Consumer Durables and jewelry so as to gain an Understanding on the **Marketing Mix** and evaluating the SWOT for all those segments by a survey analysis using focused questionnaire for the target group of each segment.
- **Project on Performance Management System**-I undertook this project during my summer internship program at Reliance Industries, Vadodara.I carried out a full fledge project upon the current PMS at Reliance. Project also included a research conducted by me with minute observations and suggestions. The project helped me to gain knowledge about the practical working of the performance management system at work in the company as well as the loopholes and the benefits of the system. It gave me an insight into how the work done gets measured, which are the criteria's used and how the ranking affects the working of the employees.
- **Project on Talent Management**-This was my second project during my summer internship at Reliance. Though it was not my main project, I did a lot of study on this in the company through practical analysis. The project provided me a deep insight into how the works are done so as to take best out of the talented and powerful resources of the company. I got to learn "how things are managed at work by the managers to gain an optimum output by satisfying the human resources at work after identifying their needs" and "the different ways in which the needs are identified and satisfied."

**Work:**

- 1) **Organization:** Reliance Industries Ltd  
**Designation:** Intern  
**Nature of work:** Done project work on topics like Performance Management System and Talent Management  
**Duration:** 9 weeks

2) Certificate of Appreciation from Aartha America Group in recognition of the host service provided for the development of business, marketing efforts so provided and also for participating as a proud team member of the company in the mega industrial exhibition organized by VCCI .

3) Worked with Apollo Clinic at the post of “HR Admin / Operations Manager” from January 2016 till July 2022.

**Extra-Curricular Activities****Social Activities:**

Actively participated in the CSR activity during Children’s Day at a local Corporation School, Vadodara

**Event Management Activities:**

Part of the team responsible for organizing the Annual Event & Fun-Fair at School

**Other Activities:**

Won 1<sup>st</sup> prize for the Rangoli Competition and Skating Competition at School

**Personal Skills**

- High level of commitment
- Good team player and hard worker
- Flexible, Positive attitude and good time management

**Software Exposure**

Basic knowledge in computer (MS Word, Excel, MS Office. Power Point, Internet)

References can be provided upon request