



Jaypee Business School
a constituent of **JIIT Noida**

JIIT is AICTE approved, NIRF (MHRD, GoI) Ranked
(2016, 2017, 2018) and NAAC Accredited.



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Career Objective: To secure the post of “HR Executive” in your company, where I can use my interpersonal skills while learning and contributing for the growth of the organization.

Academics

Year	Degree/Qualification	University/Board/School, City	Percentage/CGPA
2020-22	MBA-HR and Marketing	Jaypee Business School, NOIDA	9.0 CGPA (First Year)
2016-19	BBA	I.P. College, Bulandshahr	73 %
2016	Class XII (Commerce)	Delhi Public School, Bulandshahr (CBSE)	78.6 %
2014	Class X	Nirmala Convent School, Bulandshahr (CBSE)	8.8 CGPA

Internships Undertaken

16th August 2021- 16th September 2021	<p>Company : Akchit Solutions Pvt. Ltd. Location : Work from Home Project :</p> <ul style="list-style-type: none">• Screened potential employee’s resumes on Times Job and Naukri.com.• Partnered with hiring managers to determine staffing needs.• Performed virtual and phone interviews with candidates.• Coordinated interviews with the hiring managers.
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1st June 2021 – 15th July 2021	Company : Adhyapak Online Location : Work from Home Project : <ul style="list-style-type: none"> • Screened potential employee's resumes • Designed, prepared and send offer letters • Assisted talent acquisition team in onboarding activities for new hires.
1st May 2021 - 30th June 2021	Company : Travel Chapes Location : Work from Home Project : <ul style="list-style-type: none"> • Called various hospitals of Delhi for checking on availability of health care infrastructure for Covid-19 pandemic.
11th Jan 2021 – 26th April 2021	Company: Intellify, Solve Foundation Location: Work from Home Project : <ul style="list-style-type: none"> • Organised recruitment campaign for candidates applying through Internshala. • Managed the end-to-end recruitment sheet.

Extra-Curricular Activities

IT and BA Skills	<ul style="list-style-type: none"> • Proficient in Advanced Excel functionalities • Working knowledge of Tableau • Working knowledge of VBA and Macro • Working knowledge of Tally ERP 9 • Proficient in MS-Power Point
Certificates	<ul style="list-style-type: none"> • Certificate in Finance Conclave,2020 • Certificate in Marketing-Yesterday,Today and Tomorrow, 2021
Position of Responsibility	<ul style="list-style-type: none"> • Host of webinar : Personality Development,2021
Achievements	<ul style="list-style-type: none"> • Consolation prize holder in Abacus • Received employee of the week 2 times.
Other Participations	<ul style="list-style-type: none"> • Participated in National Science Olympiad • Participated in Bhartiya Sanskriti Gyan Pariksha
Community Service	<ul style="list-style-type: none"> • Coordinated distribution of Food Packages along with masks and hand sanitizers to the migrant workers