

SHREYA SALDI

14 December 1993

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62-B,Gh-2,Ankur apt Paschim Vihar, New Delhi-110063

EDUCATION

Amity University, Uttar Pradesh (Noida)	2017-2015
▪ Masters in Organisational Psychology, specialization in organisation behaviour.	(Result Awaited)
Delhi University, Kamla Nehru College	2015-2012
▪ Graduation in Bachelors Programme in Psychology and Sociology.	(61%)
Delhi Public School, Rohini	2012
▪ 12 th & 10 th (CBSE Board)	(81% in 12 th)

EXPERIENCE

Sarthak Prayas, NGO	October 2016
Volunteer	
▪ Teaching underprivileged children	
▪ English/Hindi Communication lessons	
▪ Making schedules and syllabus for children pursuing education	
Bharti, Airtel Limited (Gurgaon)	June 2016
Nxtra Ltd.	
Intern	
▪ Explored different Human Resource Management operations	
▪ Observed Personal Interview sessions of candidates	
▪ Administered psychological assessment in the selection process	
▪ Worked for Learning and development team for need analysis in the Marketing Department	
▪ Administered Work Life Balance survey for the employees working with a Psychological tool and statistically interpreted the scores	
▪ Acknowledging different Job Descriptions for different vacancies	
Human Resource Management Placement	January 2016
S.K Gupta –HR Consultant	
Intern	
▪ Initial lesson on HR practices	
▪ Writing Job Descriptions for aspirants	
▪ Posting vacancies over Online Portals and Websites	
▪ Worked for a project in finding aspirants for Home Tutorials for classes 6 th to 12 th	
▪ Designing training modules as per requirement of the need of the company	

COMPETENCIES AND SKILL SETS

- Sound Knowledge of HR workings
- Good command over HR concepts
- Applicability and practicability of Psychological assessments at workplace for recruitment, selection, performance appraisal and TNA etc.
- Familiar with working of Ms Excel
- Familiar with Minitab
- Unmatched communication skills in verbal and oral both
- Familiarity with concepts of workforce diversity, employee work satisfaction, consumer psychology and their applicability at workplace.

CERTIFICATES/OTHER QUALIFICATIONS

- Participated in National Green School Programme was awarded 6th rank in academic year 2008.
- Participated in Exhibition of 'sustainable consumption leads to sustainable lifestyle' in Inter D.P.S Environmental Festival hosted by D.P.S Mathura road and was awarded.
- College- Certificate awarded for attending workshop on Counselling Skills Training (CST) by VIMHANS, New Delhi.

- Six Sigma Green Belt Certification by Amity University & British Standards Institution
- Three months Certificate Course in HR Analysis from YMCA College.