

Shreya Bhatnagar

To work in an environment which encourages me to succeed and grow professionally where I can utilise my skills and knowledge appropriately. To work in a dynamic environment which provides me wide spectrum of exposure and experience

+91-8003308645

✉ Shreyabhatnagar789@gmail.com

Udaipur, Rajasthan

Experience

Graduate Trainee

Vedanta - Hindustan Zinc| 2021- present

- Maintained Inventory and issuing of spares.
- Prepared&Maintained records and reports of stock items, spares.
- Inspected various spares and vendor management.
- Managed preparation and reports related to Asset Optimisation Audits.
- Participated in Asset Optimisation , VSAP and Scrap Audits.
- Daily Management of department duties including allocation, providing work direction, communicating with external and internal suppliers.
- Assisted in Mill Mechanical Planning.

HR INTERN

Rekrut - UpGrad| Jun2021- July2021

- Gathered Clients Requirement for new hires.
- Sorted incoming resumes & log them into appropriate tracking system.
- Worked on open position , reach out to prospective candidate using naukri, linkedin, internshala etc.
- Assisted in IT, NON-IT Recruitments and hiring.
- Communicated with potential hires to provide clarity on expected tasks and policies.

HR INTERN

Hestabit Technologies| Dec2020- Jan 2021

- Assisted in IT, NON-IT Recruitments and hiring.
- Conducted Employee Engagement Activities.

HR INTERN

U Influnc| Dec 2020- Jan 2021

- Managed recruitments and hirings.
- Assisted in creating documentation of all new hires.
- Organised and Maintained employee records.
- Involved in Orientation and Induction.
- Handled a team of 20+ interns from various department.
- Conducted multiple brainstorming and Employee engagement activities.
- Administered absenteeism, stipended process and targets achieved by Interns.

Education

- **Post Graduate Program in Business Analytics (2022-2023)**
 - Symbiosis Centre for Distance Learning
- **Bachelor's of Science (2017-2020)**
 - St. Mary's Convent Sr Sec School
 - 76% (Chemistry, Zoology, Botany)
- **Class 12 (2016-2017)**
 - St. Mary's Convent Sr Sec School
 - 81% (Chemistry, Physics, Biology)
- **Class 10 (2014-2015)**
 - St. Mary's Convent Sr Sec School
 - 81% (Chemistry, Physics, Biology)

Certificate

- Rajasthan State Certificate in Information Technology (2018)
- Master in Microsoft PowerBi Desktop & Service (Udemy)

Achievements

- Hosted and Managed Multiple Events
- Committee Member of Training & Management Committee at RD Mines - Vedanta
- Participated and Scored 62% in E-Quiz held by MPUAT on occasion of 'World Food Safety day -2020'.
- Participated in national webinar held by finishing school & placement cell on 'The Building Blocks for Professional Life'.

Skills

- SQL
- Microsoft Power Bi
- Advance Excel
- SAP MM
- Trello
- Recruitment
- MS Office
- Attention to detail
- Problem solving
- Public Speaking
- Interpersonal Communication

Interest

- Classical Dance
- Singing
- Drawing