

PRIYA BATRA

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CAREER OBJECTIVE

To work pragmatically in an organization where I can use my skills to contribute to the company's goals and objectives with full integrity and zest.

EDUCATION QUALIFICATION

| COURSE | INSTITUTION | YEAR OF PASSING | RESULT |
|-------------------------|--|-----------------|----------|
| MBA | Maharaja Agrasen Institute of Technology, GGSIPU | 2022 | CGPA-8 |
| BBA | New Delhi Institute of Management, GGSIPU | 2019 | CGPA-6.1 |
| 12 th (CBSE) | D.A.V. Public School, sector-14, Faridabad | 2016 | 75% |

WORK EXPERIENCE

1. HUMAN RESOURCE INTERN (OCT 2021-DEC 2021)

Organization: Ando Technologies Pvt. Ltd.

- Conducting telephonic and video call interviews for Sales and Business Development profiles.
- Ensuring the smooth onboarding of the selected candidates.

2. HUMAN RESOURCE INTERN (OCT 2021-DEC 2021)

Organization: IFORTIS Worldwide

- Adding new hiring information to employee records, evaluating resumes, and scheduling interviews.
- Managing the team and ensuring that the team meets weekly business engagement metrics.

3. FINANCE INTERN

Organization: InnerChef, Gurugram.

JUNE 2018-JULY 2018

- Reworked product costing for the products manufactured In-House.
- Compiled financial information; and reconcile reports and financial data.
- Conducted consumer analysis for a newly launched brand under InnerChef.

SKILLS

- Ms-Excel, Ms-PowerPoint, Ms-Word
- Recruitment, Selection and Onboarding.
- Strong Communication and Interpersonal skills
- Able to work individually without direct supervision and also a dedicated team member whenever required
- Flexible and Adaptable to changing work environment