

Resume

VANSHIKA GUPTA

Railway Road, Ganj Dundwara (207242), Dist. Kasganj

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EDUCATION

JSS Academy of technical education, Noida

- Masters in business administration- Secured 80.50%

2020-2022

Dr. BR Ambedkar University, Agra

- Bachelor of business administration – Secured 67.4%

2016-2019

School

- Class XII – VK Inter college, Ganj Dundwara – Secured 60.6% (UP Board)

2014-2016

- Class X – VK Inter college, Ganj Dundwara – Secured 63.5% (UP Board)

2012-2014

INTERNSHIP

HR Internship at Universal Tribes (17th June to 5th Aug)

2021

Understand all Process of recruitment like, Hiring, Selection, Training and development, and motivate interns to do best.

Finance Internship at Youth India Foundation (4th Sep to 4 Oct)

2021

I've learnt many things like, maintain income and expenditure account, cost sheet, through Excel and spreadsheet.

Accounts Internship at Ritvi innovation (26th Nov to 27 Dec)

2021

I've learnt here creating invoices, Bills, expense report, Banking entries and so on through ZOHO portal.

Participation during the COVID-19 Lockdown

- Participated in “**Iris 21: The Case Study Competition** organized by Shaheed Sukhdev College of Business Studies, University of Delhi (DU), Delhi
- Participated in “**D2C (Dare 2 complete) Ignite**”.

SKILLS AND INTERESTS

Computer Skills: Proficient in MS Excel, MS Word & MS PowerPoint.

Other Skills:

Technical Analysis

Team Management

Organizational Skills

Communication Skills

Hiring

Sourcing

EXPERIENCE:

- I am having experience in recruitment as I concentrate on hiring to sourcing candidate.
- I am having experience of HR as an intern of 45 days.

Place: Kasganj

(Vanshika Gupta)