

ANKITA KHATRI

HR / Marketing Professional

Personal Info

Address

B 24, Palika Niwas, Lodhi Colony
New Delhi – 03

Phone

+91 9811956201

Email

ankitahatri_16@yahoo.co.in

Date of Birth

16-March-1992

LinkedIn

<https://www.linkedin.com/in/ankita-khatri-525b77140/>

Skills

MsOffice 

Windows 

(98/2000/XP/7/8/10)

Language

English – Fluent

Hindi – Fluent

French – Beginner

References

Mr. Najam Rao
AVP – Security
Bengaluru International Airport
najam@bialairport.com
(+91)9958011766

Ms. Renu Parmar (retd.)
Senior Economic Advisor,
Ministry of Civil Aviation
(+91) 9891950081

HR professional with 2+ years' experience in diverse roles in the field of Project Management, Public Policy, Employee Relation, People Management and Consulting. A keen learner who is looking for an opportunity that will be mutually beneficial.

Experience

HR SPECIALIST

January 2017-present

Bird Academy, Bird Group

- Setting up Multi Skill Development Center in Chandigarh aligned to National Skill Qualification Framework in accordance with MoCA, NSDC, AASSC & AAI
- Empanelment of Bird Academy with State Institute of Capacity Building, Sikkim
- Support the leadership team to identifying Business challenges and finding solutions through data analysis
- Managing employee records and grievances
- Placement assistance to students
- Developing, promoting, and enforcing personnel policies
- Actively contributing to organizations ventures
- Drafted hand book for Women in Aviation- India Chapter

INTERN

Feb'2016 – April'2016

HelpAge India, CAN Support and SOS Children's Village

Prepared a project with the employees of the organization & presented a **"Study of Values, Organisational Citizenship Behaviour And its Impact on the Self-Efficiency of Employees' of HelpAge India, CAN Support and SOS Children's Village."**

INTERN

June'2015 – Aug'2015

Airport Authority of India

Studied & analyzed the **"Performance Management System"** of AAI.

INTERN

Jan'2013 – May'2013

Defence Terrain Research Laboratory, DRDO

Designed a **Framework Application Software for Trafficability Estimation** on Different Terrain Condition

Education

Master in Business Studies

HR + Marketing

Yr 2014-2016
GGSIIP University

Bachelor in Technology

Information Technology

Yr 2009 – 2013
Maharishi Dayanand University

Senior Secondary School

Air Force Bal Bharti School
Yr 2007- 2009

Courses

IATA Foundation – Dec 2017

Additional Activities

- Worked as summer intern at the Blind Relief Association, Delhi
- Participated in the Workshop on Smart Transport Application Designed for large events with Impact on Urban Mobility organized by Roma Mobilitia, SIAM and Y4PT
- Volunteered at the first International Yoga Day (21 June 2015)