



Haritesh Sharma

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ABOUT ME

Pursuing a PGDM course and have a keen interest in the field of HR. A highly enthusiastic and trustworthy graduate. Also, as a dependable and responsible individual, open to learning and exploring various roles that will contribute to the company's objectives.

ACHIEVEMENTS

- Intern of the week (twice) - Blitz Jobs - 2021.
- Coordinator of Leadership E-Talk - JKBS - 2020.
- Letter of Recommendation - Blitz Jobs - 2021.
- Honorable Mention Award - Hello Study Global - 2021.
- Certificate of Appreciation - Blitz Jobs - 2021.

CERTIFICATION COURSES

- Strategic Human Resource - LinkedIn Learning - 2021.
- HR & Digital Transformation - LinkedIn Learning - 2021.
- PowerPoint: From Outline to Presentation - LinkedIn Learning - 2021.
- Excel Essential Training - LinkedIn Learning - 2021.
- MS - Excel Formulas - Skillzcafe - 2020.
- Knockdown the Lockdown - TCS Ion - 2020.

HOBBIES

- YouTube channel - God's Message.
- Studying the bible verses intensely.
- Traveling.
- Skating.

EDUCATIONAL BACKGROUND

JK Business School

- Gurugram, Haryana
- Pursuing PGDM
- 2020 - 2022

Ramsheth Thakur College of Commerce & Science

- Kharghar, Navi Mumbai
- Bachelors of Management Studies (BMS)
- 2018

Ramsheth Thakur Junior College

- Kharghar, Navi Mumbai
- Higher Education - Commerce
- 2015

Ryan International School

- Kharghar, Navi Mumbai
- Secondary Education
- 2013

INTERNSHIPS

Human Resource Intern

Hello Study Global

August 2021 to October 2021

- Initial screening - scheduling and confirming interviews.
- Organizing webinars and conducting meetings.
- Resume screening.
- Preparing and sending LOAs and LORs.
- Preparing HR reports - when needed.
- Induction - for new interns.

HR Generalist

Blitz Jobs

May 2021 to July 2021

- Conducted interviews for internship.
- Client Acquisition - took interviews for clients.
- Pre-onboarding process - documentations.
- Induction - for a new intern