

Shruti Khanna

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Objective

Aspiring HR professional with strong communication and interpersonal skills, seeking to support recruitment and employee engagement.

Skills

- Recruitment
- Resume Screening
- Communication
- MS Excel
- Employee Engagement
- Teamwork

Experience

HR Intern | Innovate Solutions, Noida | Jan 2024 – May 2024

- Assisted in shortlisting resumes for campus drives
- Maintained Excel sheets for employee data and attendance
- Conducted employee satisfaction surveys

Education

BBA (HR Specialization), Amity University, 2023