

**DIVYANSHI JAIN**

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## CAREER OBJECTIVES

Seeking a position providing challenging responsibilities with the scope of growth opportunities and to be a part of professionally managed, reputed and growth oriented organization, where the dignity of employees is maintained and skills are respected.

## EDUCATIONAL QUALIFICATIONS

Examination	Institute/Board	CGPA/ Percentage (%)	Year
B.com. (Hons)	Shyam Lal College, (DU)	8.0	2019
Senior Secondary	Holy Angel School, Hisar (CBSE)	92.5%	2016
Secondary	Holy Angel School, Hisar (CBSE)	9.6	2014

## WORK EXPERIENCE

### HUMAN RESOURCE MANAGER (HR)

#### INCEPTION WAVE PVT. LTD

Inception Wave is a newly incorporated tech based startup. I am working as a Human Resource Manager at Inception Wave where I am responsible for end to end recruitment of resources.

## INTERNSHIPS

### HUMAN RESOURCE (HR)

#### LUDIFU (Virtual)

June 2017- August 2017

I was the head of 20 interns who worked as Social Media Marketing Interns for the company. I hired them, guided them and managed them throughout the period so as to get the work done by them and with them efficiently and effectively.

## PROJECT

**Title** : Visaka

**Description** : It was Government of India's project to create awareness among households and mandi Vendors about the usage of digital modes of payment.

**Duration** : 2.5 Months

**Role** : I visited mandi vendors and households and told them how to use different modes of Cashless transactions.

**Team Size** :30

## TECHNICAL SKILLS

- MS- Word
- MS- Excel
- MS- Powerpoint

## PERSONAL SKILLS

- Good written and verbal communication skills.
- Self Confidence
- Ability to work independently or as a part of a team.
- Proven leadership skills.
- Punctuality

## ACHIEVEMENTS

- Student coordinator of Centre for Holistic Development (CHD).
- Participated as a delegate in college's exchange programme with Finland.
- Organized National Youth Festival.
- Participated in Paper Presentation Competition organized by YUVA SPANDANA.
- Successfully organized The National Symposium.
- Got letter of appreciation for project Visaka from GOI.
- Organized college's commerce fest.
- Won 2<sup>nd</sup> prize in district level declamation contest.
- Won prizes in various group discussions and debate competitions.

## STRENGTHS

- Keen interest in learning and getting knowledge
- Self-motivated, optimistic, hardworking, Punctual, ready to perform challenging tasks.

## REFERENCES

Ruchika Ramakrishnan  
College Professor  
Shyam Lal College  
9910991840