

Sakshi Solanki

DOB: 9th Oct 1995

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OBJECTIVE

Seeking to work in a professional environment which encompasses teamwork, creativity and provides opportunities to improve and utilize my skills with a scope to learn and grow.

EDUCATION

Masters of Business Administration , <i>Gitarattan International Business School, Delhi (Affiliated to GGSIPU, Delhi)</i> Specialization: Major- HR, Minor- Marketing Percentage: 65%	July 2017
Bachelors of Business Administration, <i>Chandra Prabhu Jain College of higher Studies, Delhi (Affiliated to GGSIPU, Delhi)</i> Percentage: 75%	July 2016
Higher Secondary <i>Nav.Jeevan.Adarsh Public Senior Secondary School, CBSE, Delhi</i> Percentage: 54%	July 2013
Matriculation <i>Nav.Jeevan.Adarsh Public Senior Secondary School, CBSE, Delhi</i> CGPA-7.4	July 2011

WORK EXPERIENCE

Continental Club Holidays Pvt. Ltd., Rohini, Delhi as MRD Executive Key Result Areas: <ul style="list-style-type: none">➤ Customer Handling.➤ Tie-up with Hotels.➤ Provide 15-20 Hotel Bookings per day as per customer Desired.	June 2017-July 2018
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INTERNSHIP EXPERIENCE

Talent4Assure Assessment Services Pvt. Ltd. as Summer Trainee (HR) Role: <ul style="list-style-type: none">➤ Posted vacancies on job portals within time frame➤ Sourced candidates from job portals like LinkedIn, Naukri, Indeed, Facebook etc.➤ Screened an average of 50-60 resumes per day as per desired job requirements.	June – July 2018
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OTHER

Computer Skills

MS Word, MS Excel.

Languages

Reading, Speaking, and Writing proficiency in Hindi and English

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

Date:**Signature of the Candidate****Place:**