

Prerna Sharma

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EDUCATION

AMITY UNIVERSITY BSc AGRICULTURE

Aug 2020 - Present
CGPA : 8.53
Grad. 2024

KENDRIYA VIDYALAYA VIGYAN VIHAR, NFC

CLASS XII : 79.0 %
Grad. 2019
CLASS X : 10 CGPA
Grad. 2017

SKILLS

Microsoft Word
Microsoft Excel
Microsoft Powerpoint

Languages
English (Advance)
Spanish (Beginner)

ACHIEVEMENTS

Among Top 6 Participants in AgriOpinion Competition Organised under Amity Youth Fest

Participated in 2nd National Article Writing Competition on "Word Graffiti" Organised by the Amity University

POSITION OF RESPONSIBILITY

Event Coordinator in Agri Explorers Club at Amity University, Noida.
I do the Content Preparation & Event Planning of all the Events of the Club.

WORK EXPERIENCE

FARMLEY

(Apr'22 - Jun'22)

- In this Internship, I've worked as an **HR Intern**.
- I used to Work on **Various Hiring Across** the Department.
- I worked on Recruitment Process which included posting jobs on various platforms, screening of the Resume, Scheduling the calls and the interviews, etc.
- I've worked on various prospects like **On-boarding Procedures, Documentation, Hiring Tracker, Making Assignments, Payroll, SOPs, Research Work, Employee Welfare**.
- I've also worked in **Hiring of CXO positions**.

INDIAN HYDROPONICS

(Sept'21 - Apr'22)

- In this Internship, I've worked as a **Manager HR & Marketing**.
- In this Position, I've Arranged & Taken Many Interviews Alongwith the Hiring of Interns with Completing with their Documentation.
- I'm Managing & Supervising Content & Marketing Team of the Company.
- I've Managed & Arranged all the Company Meetings provided their Agenda.
- I've Contributed Significantly in the Workshops Organised by the Company.

BKC WEATHERSYS PVT LTD

(Dec'21 - Feb'22)

- In this Internship, I've worked as **Digital Marketing Agri Intern**.
- In this Position, I've Completed a Task related to their App as well as Facebook Group.
- I've Provided Data as per the required Marketing Team.

JUST AGRICULTURE

(Jun'21 - Aug'21)

- In this Internship, I've worked as **Reviewer & Assistant Editor**.
- I've Greatly Contributed in Organising, Managing, & Editing all the Articles to be Published in the Monthly Magazine as well as the Special Edition.
- I've Managed the Content Writing Team, ultimately Contributing to Blog Page Development of the Website.
- I've Created & Managed the Data Prepared for the Social Media Marketing.
- I've Significantly Contributed in the Workshops Organised alongwith Team Management.

HARA JEEVAN NGO

(Jun'21 - Jul'21)

- In this Internship, I've worked as a **Digital Marketing Intern**.
- In this Internship, I've closely Learned & Observed all the aspects of Digital Marketing.
- I've Worked in Quora Marketing, Facebook Marketing as well as Marketing on different Social Media Platforms.
- I've learned Website Development using WordPress.
- I've Created & Submitted the Data Required for Digital Marketing.