

AATIKA FATIMA

(HR Professional)

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ACADEMICS

Masters of Arts (Psychology) | 2020 - 2022

National Post Graduate College | Lucknow University | Lucknow

Score: 72.5%

Bachelor of Arts (Psychology honours) | 2017 - 2020

Vasanta College for Woman | BANARAS HINDU UNIVERSITY | Varanasi

Score: 78.8 %

ISC (12th std.) | 2017

Unity College | Lucknow

Score: 74%

ICSE (10th std.) | 2015

Unity College | Lucknow

Score: 82%

WORK EXPERIENCE

Med Care 365 Medical Services Pvt Ltd

5th August 2021- Currently working | Executive - Human Resource

Experience in Recruitment, developing employee welfare programs, identifying training needs and conducting training, maintaining employee MIS, doing employee engagement activities, sending birthday mailers, welcome mailers, doing full and final settlements.

INTERNSHIPS

- **Psyuni India | Psychology Intern | Sep-Nov 2020**
I have done case study, conducted survey research and learned body language.
- **Feel Joy | Campus Ambassador Intern | Jul-Oct 2020**
It was an online internship where I need to promote their brand and make people know about their upcoming events and blogs.
- **The Campus Connect- Rex | Human Resources Intern | Jun- Jul 2019**

It was a virtual internship where I conducted telephonic interviews of candidates to do recruitment for the company. I also got the LOR which was only given to those interns who were selected as “Performer of the week” during the internship

PROJECT DETAILS

- **B.A. 5th semester Project:** Anxiety and Panic Disorder | September-2019
Description: In this project I was supposed to do research on “Panic Disorder” and see previous cases of individual who were facing Panic Disorder on severe level but were still able to get success in life. I have also given presentation on the same.
- **Leadership Project:** Clean Kitchen = Healthy Food | March- 2019
Description: Under Deshpande Foundation-LEAD, I have done this project where I leaded a team and with them I had visited hostels with some useful things like Apron, handkerchief, hand gloves, etc and given these things to the cooks of those hostels so that they can use them while cooking food for the hostellers with properly hygiene.

KEY EXTRA AND CO-CURRICULAR ACTIVITIES

- Training of French Language | July 2020
- Student volunteer in **National Service Scheme** | August 2018- July 2020
- Participated in **LEAD Valedictory 2019** at **IIT (BHU) Varanasi** | March 2019
- Secured **second position** in **200 mt. Race** | Nov 2013

ADDITIONAL INFORMATION

Languages Known:

- English, Hindi, Urdu– fluent in: Reading, Writing, Listening, and Speaking
- Elementary Level French.

Skills:

- Leadership
- Ability to interact with employees at all levels.
- Calm and compose nature
- Multitasking and time management skills
- Complete all the task before deadline.

Computer Proficiency:

- Word 2010
- Excel 2010
- Power Point 2010

Personal Details:

- **Father’s Name:** Ali Mohammad
- **Date of Birth:** 16 March 1998
- **Permanent Address:** Chowk, Lucknow, UP.
- **Marital Status:** Unmarried

- **Gender:** Female
- **Nationality:** Indian

Declaration: The above-mentioned details are true to best of my knowledge & belief.

Date:
Place:

Aatika Fatima