



## ABHILASHA SRIVASTAVA HR & MARKETING

9140854100

abhilasha.srivastava.glbimr20@gmail.com

<https://www.linkedin.com/in/abhilasha-srivastava-55b096205>



### PROFESSIONAL STATEMENT

To provide contribution towards Organization Growth using my abilities developed through my education. I want to make a dynamic career where I can learn new things every day and not just be static.

### ACADEMIC QUALIFICATIONS

- **PGDM (HR & Marketing):** G.L. Bajaj Institute of Management and Research, Greater Noida, (AICTE), 2020-2022
- **B.B.A :** United Institute of Management, Prayagraj 2017-2020 with First Division
- **10+2 (Commerce):** Shree Mahaprabhu Public School, Prayagraj (CBSE), 2017 with first Division
- **Class 10 (Information Technology):** Shree Mahaprabhu Public Schhol, Prayagraj (CBSE), 2015 with First Division

### SUMMER INTERNSHIP PROJECT

**Organization** : Udaan Technologies Pvt. Ltd., Noida

**Duration** : 1<sup>st</sup> July, 2021 – 30<sup>th</sup> September 2021

**Profile** : Human Resource Intern

#### Roles and

**Responsibilities:** Managed employees records, Recruited Candidates, Updated Job Assignments Daily, Collected Resumes from different portals like LinkedIn, naukri.com and indeed.

**Key Takeaways** : Learned how to maintain excel sheets and Recruit right candidates

**Organization** : Eventbeep

**Duration** : 1<sup>st</sup> May, 2021 – 1<sup>st</sup> June 2021

**Profile** : Student Ambassador

#### Roles and

**Responsibilities** : Fulfilled tasks set out by community heads, Promoted and held few meetups, Organized Events

**Key Takeaways** : Learnt how to target audience and attract them.

**Organization** : Human for Human

**Duration** : 1<sup>st</sup> July, 2021 – 1<sup>st</sup> August 2021

**Profile** : Social Media Intern  
**Roles and Responsibilities** : Wrote and Edited Scripts and Captions  
Did video and post Editing for different social media platforms of Human for Human.

## KEY SKILLS & COMPETENCIES

### TECHNICAL SKILLS

- Social Media Handling
- Knowledge of Microsoft Office

### GENERIC SKILLS

- Inter-personal skills
- Communication skills
- Team player

## CONFERENCES / WORKSHOPS / WEBINAR

- Completed a 24 hour Microsoft Office Specialist International Certification Training held at GLBIMR, Greater Noida (2020).

## AWARDS / RECOGNITION/ CERTIFICATIONS

- 1<sup>st</sup> Prize in Poetry Competition held at GLBIMR, Greater Noida (2021).
- Best Face Award (Fashion Show) in "SANKALP" an Inter Institute College Fest (2021).
- Completed Online Training in Internshala of 30 days in the field of Business Communication.
- Secured Position in SANSKARSHALA Examination conducted by Dainik Jagran among all CBSE schools of Prayagraj.

## CO-CURRICULAR ACTIVITIES

- Member of Human Resource Club at GLBIMR
- Coordinated events in college
- Have undergone 3 years of formal training in Classical Dance

## INTERESTS & HOBBIES

- Reading and Writing Poetries
- Dancing
- Yoga

## PERSONAL DETAILS

Date of Birth : July 21, 1999  
Father's Name : Mr. Rajesh kumar Srivastava  
Gender : Female  
Languages Known : English, Hindi  
Address : Greater Noida, Uttar Pradesh

