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# Richa Bajpai

## B.Tech, MBA

Ayodhyapuri Raebareli (UP),  
India Pin Code 229001 (+91)  
7376175728  
[richafgiet@gmail.com](mailto:richafgiet@gmail.com)

## SKILLS

LEADERSHIP, HUMAN RESOURCES, BUSINESS ADMINISTRATION, MS EXCEL, HTML, CSS, HUMAN RESOURCE INFORMATION SYSTEM, CRM

## EXPERIENCE

- **Worked as an HR in IEM-Institute of Event Management  
Lucknow**  
**Duration: 1 Year**  
HR Responsibilities include compensation and benefits, recruitment, firing, and keeping up to date with any laws that may affect the company and its employees.
- **Worked as a CRM in NIEM -National Institute of Event Management**  
**Duration: 1 Year**  
Interactions Provides a central place where businesses can store customer and prospect data, track customer, and share this information with colleagues
- **Worked as a CRM trainee in IEM (Institute of Events Management)**  
**Duration: 3 Months**  
Interactions Provides a central place where businesses can store customer and prospect data, track customer, and share this information with colleagues.
- **Worked as a fund raiser in muskurahat foundation ( NGO)**  
**Duration: 1 Month**  
Developing fundraising programs, recruiting sponsors and volunteers, and encouraging support through promotional activities.

## EDUCATION

### **Swami Vivekanand Subharti University, Meerut- *MBA***

2018 - 2020

I have completed a Master of Business Administration in Human Resources and Information Technology.

### **Feroze Gandhi Institute of Engg. & Technology, Raebareli- *B.Tech***

2010 - 2014

I have completed Bachelor of Technology in the stream of Computer Science and Engineering, from Uttar Pradesh Technical University Lucknow, with an aggregate 67.50 percent.

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## PERSONAL DETAILS

Name - Richa Bajpai

Father's Name - Suresh Chandra Bajpai

Gender - Female

Qualification - MBA (HR & IT)

Date of Birth - 05-Jan-1993

Permanent Address - Ayodhyapuri Raebareli (UP) India, Pin Code 229001