

ANSHIKA MISHRA

Lucknow , Uttar pradesh
8318607884 | anshikamishra.ut@gmail.com

Experience

- **Top trove Foundation** 04/09/2021 - 10/09/2021
HR intern
Worked on hiring , sourcing ,screening resumes of candidates for profile like fundraising , human resources , sales and marketing ,etc.
- **Ifortis Worldwide** 01/09/2021 - 19/10/2021
Human Resource - Trainee
Hiring Candidates for profiles of campus Ambassador and Sales and Marketing .
 - Sourcing and Screening resune of applicants.
 - Managing the whole team hired by me under me and leading them to fulfill their objectives throughout their internship.
 - Responsible for handling their data and providing them with the certification and work related documents.
- **Universal Tribes** 03/09/2021 - 03/10/2021
Sales and Marketing Intern
Responsible for making sales from my own sources , maintaing the data of work and updating my seniors about it .
- **Universal Tribes** 22/11/2021 - 31/03/2021
Asistant HR Manager Intern
->HR Intern
 - Hiring Candidates from different job sites including Linkedin ,Indeed, etc for the profile of Sales and Marketing intern.
 - Taking updates from the team and leading them to achieve their targets.
 - Maintaining their data and giving them training and information about the sale of products of company
 - >Assistant HR Manager Intern
 - Hired Sales and Marketing Intern and HR Intern .
 - Mentored the Sales and Marketing Intern and HR Intern throughout their Internship tenure.
- HR Intern 03/09/2022 - 28/02/2023
Hiring and Sourcing Applicants for different profiles like Management , Sales and Marketing , Human Resource, Finance ,etc
Creating their joining letters to job descriptions.
Screening Resumes and Interviewing the Eligible candidate
- **Techokids** 09/02/2023 - 04/03/2023
HR Intern
Hiring and screening of candidates for profiles of teachers and BDE/Academic Counsellor in an edtech industry

Education

- **Dr. shakuntala Misra National Rehabilition University** 2024
B.com
7.7 (1st year)
- **Navayuga Radiance Senior Secondary School** 2021
12th
90%

Skills

- Negotiating
- Talent managment

- Team building
- Problem solving
- Communication
- Leadership
- Employee workplace safety and compliance
- Data keeping and tracking