

CIRRICULUM VITAE



PRERNA KANAUJIA

KESHAV NAGAR, DIST.(LUCKNOW, UP)

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○ **Career Objective:**-A MBA graduate, a HR enthusiast! And selfmotivated person who has a positive outlook towards things, who aspires to pursue a strong career in the Human Resource domain through her knowledge, learning, experience and skills which she retains in her and wants to deliver extra ordinary potential in a reputed organization in reputed designation.

○ **Professional Qualification:**-Master's of Business Administration from SRM Business School affiliated to DR APJ Abdul Kalam Technical University, Lucknow (2020-2022) and regulated by AICTE, New Delhi.

○ **Academic Qualification:-**

- Bachelor's of Commerce from Lucknow University (2016-2019), Lucknow.
- Intermediate from LucknowPublicSchool-CPSir (CBSE-BOARD) (2015-2016),Lucknow.
- High School from LucknowPublicSchool-CPSir (CBSE-BOARD) (2013- 2014),Lucknow.

○ **Technical Qualification:-**

- Course on computer concept (CCC)
- Microsoft Office (Excel, Word, Powerpoint)
- Advance Course on Computer Application (ADCA)

○ **Internship Details :-**

- Human Resource Intern at Vaaday Media, hiring for Human Resource Intern, leading the team of 10 people supervising and guiding them in recruiting process and preparing the excel sheets.(June – Aug)
- Human Resource Intern at Sinzo, hiring for productive Human Resource Intern for the company.(Sep)
- Talent Acquisition Intern (HR) at Erekrut recruitment made it easy helping the company in finding Business Development Executive as the need and requirements of the organization. (Oct)
- Human Resources at Aashman Foundation hiring interns for multiple internship programs and managing the team of interns for 45 days. (Oct-Nov)

Achievements:-

- I was nominated as Intern of the week during 1st week of my internship.
- I have taken part in various debate competition and public speaking activities in school and college and got second position.
- I have presented various PowerPoint presentation on various topics in my school and college.



Skills:-

- Communication
- Leadership

- Teamwork
- Punctuality
- Sincerity
- Self Motivated

○ **Area Professional Interest:-**

- Recruitment
- Interviewing
- On-boarding
- Orientation
- Hiring
- Training

○ **Area of Personal Interest:-**

- Reading
- Debating
- Public Speaking
- Seeking Knowledge
- Content Writing

○ **Languages:-**

- English
- Hindi

○ **LinkedIn-Profile:-**

<https://www.linkedin.com/mwlite/in/prerna-kanaujia-182ab4204>

○ **Declaration**:- I hereby declare all the above-mentioned details are true and best of my knowledge.

○ **Place**:- Lucknow

(Prerna Kanaujia)