

Shreya Patel

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ACADEMIC DETAILS

BBA	2020-2023	MMMUT, Gorakhpur	8.26/10.0
Class XII (CBSE)	2020	Academic Global Public School	79.4%
Class X (ICSE)	2018	Apex Public School	81.33%

INTERNSHIP/EXPERIENCE

Designation – Business Developer **Company Name: Sivlerlabs India private ltd** *07, August 2021– 07, September 2021*

- **Business development:** In this internship, I was hired for business development in which I had to create content and form user acquisition for the mentioned company.
- **Content creation** and keeping a record of it in Excel was my day-to-day task which helped the company to attract organic traffic on their website which was a part of business development.

Designation – human resource trainee **Company Name: SPACIM private limited** *20, March 2022 – 21, April - 2022*

- Posting job on LinkedIn
- Selecting Candidates according to eligibility and ability
- Conducting interviews with the selected candidates
- Maintaining data on an Excel sheet
- Maintaining payroll data of employees

Designation – human resource Intern **Company Name: Rashtriya Sahara India** *July 2022 – August 2022*

- Maintaining payroll data sheet
- Creating employment Datasheet with documents
- Record of employees Attendance and absentees
- Other operational work

Designation – Human resource Intern **Company Name: Alletec** *05 August 2022 – 31 October 2022*

- Hired for Microsoft gold AX Technical/Functional consultant, junior/senior Developer, Power BI developer,
- Navision Technical/Functional Consultant, SAP MM/SD Consultant, Data warehouse Developer.
- Microsoft Dynamics CRM/ Cloud sales/NAV Consultant/ Senior Developer, were key positions to hire for.
- Recruitment process, (End to End Recruitment) through Naukari.com, Linked In.
- Maintaining database of employees and interns
- Performing human resource operational work
- Scheduling and patching Calls/Interviews of International client
- Was able to submit 100+ candidates for the above mentioned positions in the duration of 3 months and closed 10+ positions.

Designation – Human resource Intern **Company Name: Simplypeople** *28 November 2022 – 07 January 2022*

- Hired for SAP SD/LE Consultants, SAP MM/WM Consultants for client company - Jubilant Groups.
- Hired for Sales Manager and Senior Sales Manger for client company - Blue Neems.
- Worked on End to end recruitment process for above mentioned positions.
- Scheduling and patching Calls/Interviews calls with the clients.
- Was able to submit 20+ candidates for the individual positions mentioned above.

Designation – Human resource Intern (Category Sourcing) **Company Name: Alpha Source** *30th January 2023 – 28 February 2023*

- Hired for Solutions Architect (Infra/Data/App), JAVA full stack Developer, Flutter Developer, IOS Developer, Android Developer, HR/BDA intern for client Company – Nivus Solutions (Leading Google Cloud Developer).
- Worked on End to End recruitment process of the above mentioned positions.
- Scheduled and patched interview call between the candidate and clients.
- Recruitment process through Naukri.com, Maintained Data sheet of the employees and Candidates.

ACHIEVEMENTS

- Secured 2nd runner up in kalagya (an event of Abhyudaya MMMUT)
- Secured 1st place and gold medal in Graffiti painting
- Ex Vice President in school.
- Ex house captain of sports activity.
- Secured 1st place in Sports meet for 200 meter race.
- Got an opportunity to display my painting in Raj Bhawan, also got appreciated by Governor of UP

SKILLS

Technical: MS word, MS Excel, MS PowerPoint, Adobe Photoshop, tally.

Non Technical : IT/Non IT Recruitment, Strong Communication, Public relations, public Speaking, Problem solving, Critical thinking, Human Resource Management, Leadership.

Certificates: Fundamentals of marketing | Data Science Fundamentals | Digital marketing strategy 2021 | communication skill | The Art of powerful communication| How to Ace your interview.

Interests:

- Human resources management, Human Resource Analyst, financial modeling, data Analyst, digital marketing, public relations, social media marketing, Investment banking.

POSITION OF RESPONSIBILITY

- **Executive member** of cultural synod MMMUT *24th, August 2021- ongoing*
- **Executive member** of Finance club MMMUT *20, February 2022*
- **Member** Organizing Team, Abhudaya (The annual cultural and literary fest of MMMUT 2022) *27th, March 2022 – 30 March 2022*
- **Vice Captain** of School, Apex Public School *04 April 2017 – 30 March 2018*

EXTRACURRICULAR

- Part of fine arts club in cultural synod MMMUT
- Worked for social activity in muskurahat Foundation as Fund raiser
- Played for Enter School Sports meet
- Own a small Business (Painting, Art, Sketch)