

Riya Mishra

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SUMMARY

Pursuing an MBA with a focus on HR, I'm dedicated to enhancing my skills in strategic HR management, talent acquisition, and employee development. Proficient in recruitment, onboarding, and compliance. Strong communication and interpersonal abilities. Committed to leveraging HR expertise for organizational success.

EXPERIENCE

HR Internship (Recruitment and Selection)

RAV Global Solutions Pvt. Ltd.

August 2023 - September 2023, Lucknow

- Organized and conducted recruitment drives, resulting in the selection of deserving candidates.
- Researched and contacted potential employers to find job openings for entry level candidates and aided in the selection process to ensure the candidate was a fit for the position.

PROJECTS

Impact of Social Media in Recruitment and Selection

RAV Global Solutions Pvt. Ltd.

EDUCATION

Master of Business Administration (MBA)

Babu Banarasi Das University · Lucknow · 2024

Bachelor of Commerce (B.COM)

Shri Jai Narayan Mishra PG College · Lucknow · 2022

Intermediate Education (XII)

New Way Senior Secondary School · Lucknow · 2019

Secondary Education (X)

New Way Senior Secondary School · Lucknow · 2017

CERTIFICATIONS

Introduction to Microsoft Excel

Coursera · 2023

Using Basic Formulas and Functions in Microsoft Excel

Coursera · 2023

Diploma in Financial Accounting

e - Light Edutech Pvt. Ltd. · 2022

SKILLS

Soft Skills : Communication, Leadership, Recruitment, Problem Solving, Organization, Conflict Resolution, Employee Relations, Onboarding, Collaboration

Technical Skills : MS Excel, MS Power Point, MS Word, Tally ERP 9.0