

# Shweta Saroj MBA (HR)

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## CAREER OBJECTIVE

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Motivated MBA HR student with a focus on organizational development and talent management. Seeking to apply my knowledge in HR analytics and strategic planning to support the recruitment and retention efforts of a progressive company. Dedicated to fostering a culture of diversity, equity, and inclusion within the workplace for optimal employee performance and satisfaction

## SKILLS

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M.S Word	Leadership	Client Management
M.S Power Point	Quick Learners	Cold Calling
M.S Excel	Team Management	Marketing research
Recruitment	Smart Worker	Lead Generations

## EXPERIENCE

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### **Demira Fright Linker India Pvt ltd**

**September 2024 – October 2024**

Marketing Executive

In Demira Fright Linker India Pvt Ltd, I work as a marketing executive, where my roles and responsibilities are lead generation, cold calling, client handling, marketing research, and understanding logistics terms and conditions.

### **Amar Ujala**

**January 2024 – March 2024**

Management Trainee

During internship my roles and responsibility are participating in training sessions, applying theoretical knowledge in practical settings, learning organizational policies, managing social media content, developing critical thinking, improving communication, setting personal development goals, and building professional relationships within the organization.

### **Hindustan Petroleum Corporates Limited**

**June 2023 – July 2023**

Human Resource Internship

During the internship, I worked on the project "Reward management and its impacts on employee performance at Hindustan Petroleum Corporate Limited".

## EDUCATIONAL QUALIFICATION

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<b>Chhatrapati Shahu Ji Maharaj Kanpur University</b> MBA in Human Resource Management	<b>2024</b>
<b>Allahabad State University</b> Bachelor of Commerce	<b>2021</b>
<b>J.T. Golden Jubilee School Prayagraj, UP</b> Intermediate	<b>2018</b>
<b>J.T. Golden Jubilee School Prayagraj, UP</b> High School	<b>2016</b>

## ADDITIONAL CERTIFICATES

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Course on Computer Concept (CCC) NEILIT with a "C" grade in 2018.  
National Service Scheme (NSS)  
Certificate of Human Resource Management from Internshala Trainings  
Certificate of internships and job preparation from Internshala Trainings

## HOBBIES

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Travelling  
Reading Book  
Listening Music and Story

## Language

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English  
Hindi

## Strength

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Self-Motivated Person  
Stress Tolerance Person  
Responsible Person

## DECLARATION

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I hereby declare that all the above information is true to the best of my knowledge.