

## EDUCATION

### **Bachelor of Business Administration (B.B.A.)**

United University

2022 - 2025

## WORK EXPERIENCE

### **Human Resources (HR)**

Unschool, Virtual

Internship • Jul 2023 - Aug 2023 (1 mos)

- Take interviews daily for sales marketing domain.
- Hire candidates based on their performance in interview.
- Reach out different candidates who have applied to the internship via internshala.
- Uprating the Google sheets daily.

### **Internshala Student Partner**

Internshala, Virtual

Internship • May 2023 - Jul 2023 (2 mos)

Promoting Internshala: Actively promoting Internshala's initiatives, programs, and opportunities among students on your campus and through various online channels.  
Organizing Events, Generating leads, Mentoring, social media promotion, Representing int.

## POSITIONS OF RESPONSIBILITY

Hired more than 200 candidates throughout the internship and have actively taken interviews on a regular basis, maintained leads, updating Google sheets, reporting to manager.

Generating Leads: Actively reaching out to students and encouraging them to register on the Internshala platform. Providing guidance and assistance in creating profiles, applying for internships, and availing other resources.

## TRAININGS

### **Product Management**

Unschool, Online

Sep 2023 - Present

I am currently doing this training program where I've got 2 industrial projects regarding the same.

## SKILLS

### **English Proficiency (Spoken)**

Intermediate

### **English Proficiency (Written)**

Advanced

### **Product Management**

### **Interpersonal Skills**

Beginner

Advanced

**Effective Communication**

**Google Analytics**

Advanced

Beginner

**Digital Marketing**

**Human Resource Information System (HRIS)**

Intermediate

Advanced

**Google Workspace**

**Recruitment**

Intermediate

Advanced

**Data Analytics**

**Data Analysis**

Intermediate

Advanced

**ADDITIONAL DETAILS**

Following certificate achieved: Personal Branding by udemy  
SEL by UNESCO  
Google analytics by great learning  
Certificate of appreciation on national business quiz by ITM  
gwalior  
Digital marketing by Google  
ISO 9001:2015 Alison  
Business Analysis skillup