

# SHREYA SRIVASTAVA

ASPIRING HR PROFESSIONAL, DIGITAL MARKETING, MEMBER OF HR CLUB

## SUMMARY

Motivated and enthusiastic HR professional. Currently pursuing PGDM from ISBR business school, Bangalore. Completed multiple internships and volunteer work with a focus on recruitment, employee engagement, and training and development. Strong communication skills and a passion for building relationships with employees and managers. Seeking an entry-level HR position to apply my knowledge and skills to support a dynamic and diverse workplace.

## CERTIFICATION

Conflict Management

Principle of Management

Advance Excel

Introduction to Digital Marketing

## CONTACT

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📍 Bangalore, Karnataka

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## LANGUAGES

English

Hindi

## INTERNSHIPS

### IT Recruiter Intern

Frantiger Business Consulting Pvt. Ltd.

*Jul 2021 - Dec 2021*

- Worked in HR department of the company and contributed in the hiring process.
- Supported HR administration activities, such as maintaining employee records and updating the HR information system.
- My job role was to examine the JDs coming from client companies and recruiting the suitable candidates according to their profiles along with my team.

### Hiring Executive

Unsung Crackers Ltd. *May 2021 - Jul 2021*

- Assisted in the recruitment and selection process, including reviewing resumes and conducting interviews.
- Assisted in the development and implementation of HR policies and procedures.

## EDUCATION

### Post Graduation Diploma in Management

International School of Business and Research

*Jul 2022 - Present*

### Bachelor in Commerce

Isabella Thoburn College *Jul 2019 - Jul 2022*

### Intermediate

Rani Laxmi Bai Memorial School

*Apr 2018 - Mar 2019*

### High School

Rani Laxmi Bai Memorial School

*Apr 2016 - Mar 2017*

## SKILLS

- Presentation
- Leadership Skills
- Recruitment and selection
- Time management and organization