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Lucknow, Uttar Pradesh



AHANA PANDEY

Human Resource

OBJECTIVE

Utilize expertise in attendance management, communication, and onboarding to optimize HR processes. Leverage pre-boarding proficiency, social media marketing, content creation, and adaptability to drive innovative initiatives and support company growth.

EDUCATION

Post Graduation

MBA (Human Resource and International Management) (2023 - Present)
Amity University, Noida

Post Graduation

M. Com (Marketing and Human Resource)
(September 2022)
Siddharth University, Kapilvastu

Graduation

B.Com (Accounting and Business Administration)
(November 2020)
Siddharth University, Kapilvastu

Higher Secondary School

Class 12th (Science) (May 2017)
UP BOARD

Secondary School

Class 10 (May 2015)
UP BOARD

EXPERIENCE

- Coordinator, St. Xaviers School Basti (2021-2022)
 - oversee the school's curricular or co-curricular activities, liaise with teachers, and ensure the effective implementation of educational policies.
 - oversee the non-academic activities within a school. From cultural events to sports meets and club activities
- Coordinator, Delhi School Of Excellence, Basti (2022-2023)
 - primarily focused on the administrative side, you ensure smooth school operations, from admissions and resource allocation to staff management.
 - involves bridging the gap between the school and parents, facilitating transparent communication, organising parent-teacher meetings, and addressing parent concerns.

CERTIFICATIONS

- Basics Of Social Media Marketing
- Content Writing
- Video Editing
- Udemy Course on SMO
- Google Course on Basic Digital Marketing

PROFICIENCY

Human Resource

- Talent Acquisition and Retention: I can help attract top talent to the company through strategic recruitment efforts, ensuring a strong pipeline of qualified candidates.
- Employee Engagement and Satisfaction: By focusing on enhancing employee engagement and satisfaction, I can help create a positive workplace culture where employees feel valued, motivated, and invested in the company's success.
- Community Engagement: Through community outreach programs and corporate social responsibility initiatives, I'll strengthen the company's ties to the community and enhance its brand image as a socially responsible employer.

Leadership

- Served as an Event Coordinator and Orientation Leader
- Siddharth University, Kapilvastu

Communication

- Through active listening and empathetic communication, I'll mediate conflicts and facilitate constructive dialogue between parties, resolving issues in a timely manner and maintaining positive working relationship.

Skills

- Attendance Management
- Effective Communication Skills
- On-Boarding Process
- Pre-Boarding Process
- Social Media Marketing
- Content Creation
- Adaptability