

# Arpita Srivastava

## HR and Marketing Trainee

Focused professional with 2 months of experience and proven knowledge of team leadership/motivation, team building, and performance evaluation. Aiming to leverage my skills to successfully fill the desires of the company.

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## WORK EXPERIENCE

### Intern

FCA. Madhur Jain & Co. Chartered Accountants, Lucknow

06/2017 - 06/2017

Lucknow, India

#### Achievements/Tasks

- Learned about the Tax deducted at Source(TDS).
- Communicated with and coordinated the preparation of documents with team members.
- Analyzed, processed, evaluated and documented large data sets.

### Intern

Hindustan Aeronautics Limited(HAL)

07/2018 - 07/2018

Lucknow, Uttar Pradesh

#### Achievements/Tasks

- Learned how HAL managed their recruitment process.
- Performed detailed analysis of problem and all possible solutions.

## EDUCATION

### Masters of Business Administration

Shri Ramswaroop Memorial Group of Professional Colleges

06/2018 - 06/2020

Lucknow, Uttar Pradesh

#### Percentage

- 70.57%

### Bachelor of Administration (BBA)

Integral University

06/2015 - 06/2018

Lucknow, Uttar Pradesh

#### Percentage

- 78.58%

## SKILLS

Microsoft Office

Problem Solving

Communication Skills

Team Meetings

Business Development

Strong Work Ethic

Time Management

Adaptability

## CERTIFICATIONS

Participated in Business Quiz 2017.

Integral University, Lucknow

## LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

## INTERESTS

Singing

Reading

travelling