

# CURRICULUM VITAE

## PERSONAL DETAILS

**Name:** Shriya Baranwal.

**Mobile:** 7355215589

**E-mail:** shriyabaranwal202@gmail.com

**Address for Correspondence:** Sadawarti Chowk Azamgarh



## CAREER OBJECTIVE

Seeking to work in an organization to earn work experience in the field of Human Resource. Also, to be a successful professional in a globally respected company and to achieve the objective of the company with honesty and fairness and to continuously upgrade my knowledge and skills.

## ACADEMIC QUALIFICATION

<b>Examination Passed</b>	<b>Board / University</b>	<b>Year of Passing</b>	<b>Division/ %age of Marks</b>	<b>Subjects / Specialization</b>
MBA	AKTU	2022	84%	HR & MARKETING
B.B.A.	MGKVP	2020	72%	GENERAL
12 <sup>th</sup>	CBSE	2017	69%	COMMERCE
10 <sup>th</sup>	CBSE	2015	68%	—

## OTHER CERTIFICATES

- Certification of Tally.ERP9 with GST

## **SUMMER TRAINING DETAILS**

1. **Company Name** : Grapevine Hotel (carried-out for one month in UG)

### **Responsibility:**

- I was responsible for issuing the different kind of letter's like (offer letter, joining letter) and ID cards.
- Collecting the CV, after short listing call them for the interview.

2. **Company Name** : Mahindra And Mahindra Ltd. (carried-out for two month In PG)

### **Responsibility:**

- Responsible to oversee the daily biometric of the employees
- Document verification as well as maintained them properly like (aadhar card, pan card, bank ac. details). Also upload the same to the portal of the company.
- Generating the employee code from the portal.
- Scheduled the training of the new joiner's, also motivating the other employees to participate in the training program.
- Distribution of the uniform, Handles conflicts and disciplinary action.

## **PROFESSIONAL EXPERIENCE**

Institution/Company	Date (From – To)	Designation
Eureka Forbes Ltd	6 <sup>th</sup> Feb,2021- Jan. 2022	Sales consultant

### **Responsibility:**

- Making phone calls on the regular basis to retain the customers and for improving the relationship with the customers.
- Taking the appointment for the demo.

Institution/Company	Date (From – To)	Designation
Stockart	Feb,2022- Till Date	HR Manager

**Responsibility:**

- Responsible for whole recruitment process as (Candidate screening, Conducting interviews & Document verification) etc.
- Maintain employee’s record.
- Update policies.
- Manages all payroll processes.
- Responsible for internship program at Pan-India level.

**PERSONAL STRENGTHS AND SKILLS**

- Desire to learn new things
- Self -motivated
- Decision making skill
- Adaptability
- Coordination
- Team work

**ACHIEVEMENTS**

- Successfully passed online quiz on Business Management organized by Hindu College, Moradabad.

**WORKSHOPS, AND TRAINING PROGRAMMES ATTENDED**

- Workshop on MS EXCEL at School of Management Sciences Varanasi
- Workshop on PERSONALITY DEVLOPMENT at School of Management Sciences Varanasi

**PERSONAL DETAILS**

**Father's Name** : Mr. Ramesh Chand Baranwal  
**Marital Status** : Unmarried  
**Date of Birth** : 21 /07/1998  
**Permanent Address** : Sadawarti Chowk Azamgarh

Place: Azamgarh

Date: 04 / 08 / 22

Signature: