

# RESUME

SHRUTI SAHU

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## CAREER OBJECTIVE

To obtain a challenging role in an organization where I can contribute my skills & talents in attaining goals of the organization which would help me gain opportunities of growth & development and enrich my Experience.

<b>Details</b>			
<b>Exam passed</b>	<b>Percentage</b>	<b>Year of passing</b>	<b>Name of Institute</b>
High School	83%	2015	S.V.N Inter College, Naini, Allahabad
Intermediate	73%	2017	
Graduation	63%	2020	State University of Allahabad
Diploma Financial Accounting	76%	2019	Realtec Institute of IT & Management
Post Graduation (MBA) Pursuing	70%	2022	United Institute of Management

## AREAS OF INTEREST

Human Resource (HR)

## COMPUTER SKILLS

- CCC computer course
- MS Office
- Financial Accounting with Tally
- Internet Awareness

## PROJECTS

- Air Conditioner Inbuilt with Air Freshener.
- Tourism & Hospitality Industry.
- Recruitment, Selection & Planning.
- 4P's of Marketing in FMCG Industry s

## KEY SKILLS AND ATTRIBUTES

- Good communication skills.
- Self motivated.
- Decision making.

## **SUMMER TRAINING (**

**3 Month's Internship** as an HR Intern at "LARSEN & TURBO FINANCIAL SERVICES" so my responsibilities are-

- Day-to-day Recruitment & Selection
- Screening Resume
- Schedule & Confirm Interviews
- Document collection
- Maintain reports
- Updating database with new employees
- Working on company profile

## **WORK EXPERIENCE:**

**( Since 7<sup>th</sup> Sept-2022 )**

- Currently I'm working as an HR Coordinator at "Riti Eye Care Hospital".

## **Roles & Responsibilities:**

- Handle Zoho People (HR System)- Add, Update, Attendance, Leave, LOP
- Recruitment & Selection
- Develop fair HR policies and ensure employees understand and comply with them.
- Assess training needs and coordinate learning and development initiatives for all employees.
- Oversee daily operations of the HR department.
- Implement performance review procedure
- Develop & deploy training content
- Store management & entry
- Purchasing store items in EMR
- Updating all the items & adjustments store items in software

## **PERSONAL INFORMATION**

Father's Name : Rakesh Kumar Sahu  
Mother's Name : Sunita Sahu  
Date of Birth : 17 June 2001  
Gender : Female  
Nationality : Indian  
Marital Status : Unmarried  
Language Known : English, Hindi  
Interest : Try to innovate new things  
Hobbies : Cooking

## **DECLARATION**

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

**DATE:**

**PLACE:**

SHRUTI SAHU

