



DIKSHA BISHNOI

CONTACT

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Meerut, UP

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EDUCATION

2022 - 2024

IIMT ENGINEERING COLLEGE, MEERUT

- Master Of Administration
- Percentage: 70% (2nd sem)

2019 - 2022

CHAUDHARY CHARAN SINGH UNIVERSITY, MEERUT

- Bachelor Of Commerce (Hons.)
- Percentage: 70%

2018 - 2019

MEERUT PUBLIC GIRLS' SCHOOL, MEERUT

- XII (Commerce)
- Percentage: 71%

SKILLS

- HR Management
- Microsoft Office
- Teamwork
- Time Management
- Leadership
- Effective Communication

LANGUAGES

- English
- Hindi

OBJECTIVE

I aspire to build a career leveraging my educational qualifications, enhancing my knowledge, and refining interpersonal skills for mutual growth and success. My goal is to apply these strengths in a dynamic environment to achieve professional success.

WORK EXPERIENCE

- Accurate Global Alliances- Noida** SEPT - DEC 2023
Human Resources Intern
 - Led a 10-15 member team, overseeing daily tasks and facilitating regular catch-ups.
 - Orchestrated candidate identification, onboarding, and training processes.
 - Collaborated with the recruiter team to streamline talent acquisition efforts.
- GEMA Education Technology Pvt Ltd- Delhi** MAY - JUNE 2023
Email Marketing
 - Rectified emails and organized recipient information in an Excel sheet with attention to detail.
 - Guided a team of three interns by assigning tasks and offering support to ensure the job was done accurately.
 - Improved email procedures and teamwork, making data management more effective through clear delegation and mentorship.
- Ifortis Worldwide- Bangalore** JAN - FEB 2022
Sales and Marketing Intern
 - Actively promoting a two-day virtual mega festival across Instagram and Facebook through engaging content and strategic campaigns.
 - Employing strategic marketing efforts to boost visibility and participation in the upcoming virtual event.

TRAINING AND CERTIFICATES

- Attended the 'Human Resource Workshop.' Feb [2023]
- 'Advertising and Marketing' course completed from TechEra. Jan-Feb [2021]
- Completed the course by Udemy on 'Time Management'. Sept-Oct [2020]
- Completed the 'Email Etiquette' course from Udemy May-June [2020]
- Accomplished and acquired a certificate of 'DigitalMarketing'. June-July [2020]