

Name: Natisha Salhotra

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EDUCATION				
Qualification	Institute / Organization	Board / University	Year	Percentage
Post Graduate Diploma in Management PGDM (HR and Marketing)	Jagannath International Management School, Kalkaji	AICTE/AIU	2021 - 2023	80.75%
Bachelor of Arts (Human Resource)	Zakir Hussain Delhi College	University Of Delhi	2017 - 2020	63.08%
Senior Secondary (Commerce)	DAV Public School, Pitampura	CBSE Board	2017	79.5%
Secondary	DAV Public School, Pitampura	CBSE Board	2015	60.8%

#### ACADEMIC ACHIEVEMENTS

- Secured **2nd Position** in Harvard Business Case Study Competition, 2022
- Received **10%** scholarship on tuition fees from JIMS Kalkaji of **(INR 75,000)** 2021-23

Cushman and Wakefield	13th February '23 – Till Present	Management Trainee- Retail Leasing
<b>Responsibilities</b>	<b>Learning's</b>	
<ul style="list-style-type: none"><li>Business Development Pitches</li><li>Lead Generation</li><li>Real Estate Consulting</li><li>Managing Databases</li><li>Creating Presentations</li></ul>	<ul style="list-style-type: none"><li>Collaboration and Teamwork</li><li>Client Relationship Management</li><li>Negotiations with clients</li><li>MS PowerPoint Presentation , MS Excel</li></ul>	

#### INTERNSHIPS

CRG Solutions	1st April '22 – 3rd June '22	2 months
<b>Responsibilities</b>	<b>Learning's</b>	
<ul style="list-style-type: none"><li>Keeping track of application information for job requirements</li><li>Arranging interviews over the phone, on video, or in person, and supporting the HR Team</li><li>Finishing the necessary documentation</li><li>Updating the recruitment portal with new recruits</li></ul>	<ul style="list-style-type: none"><li>Collaboration and Teamwork</li><li>Shortlisting applicants based on job needs and screening resumes</li><li>Responsible for updating their Recruitment Portal-ZOHO Portal</li><li>Created and maintained candidate data in preparation for a recruitment campaign</li></ul>	

<b>Careers 360</b>	<b>1<sup>st</sup> June'20 – 1<sup>st</sup> July'20</b>	<b>1 month</b>
<b>Responsibilities</b>		<b>Learning's</b>
<ul style="list-style-type: none"> <li>To coordinate with various college students.</li> <li>Encourage students to write evaluations of the colleges they attended.</li> <li>Conduct surveys at various colleges.</li> </ul>		<ul style="list-style-type: none"> <li>Campus review marketing</li> <li>Influencer marketing</li> <li>Market research</li> </ul>

### LIVE PROJECT

<b>GMR GROUP</b>	<b>29th July'22 – 15th July'22</b>	<b>17 Days</b>
<b>Responsibilities</b>		<b>Learning's</b>
<ul style="list-style-type: none"> <li>With the help of multiple platforms, narrow down the target applicants.</li> <li>Call candidates for interviews and arrange them for the next round.</li> <li>Engaged in the organization's employee engagement strategies.</li> </ul>		<ul style="list-style-type: none"> <li>Reviewing resumes to select the best prospects for interviews.</li> <li>Screening phone calls to the shortlist.</li> <li>Created PowerPoint presentations and posters for strategies to engage employees.</li> </ul>

### ACADEMIC PROJECTS UNDERTAKEN

<b>Project Name</b>	<b>Task Undertaken</b>
<ul style="list-style-type: none"> <li>Market Research on “Factors Influencing Consumer Buying Behavior with respect to Epicuria-The Food Mall”, 2022</li> </ul>	<ul style="list-style-type: none"> <li>Conducted a survey of more than 100 people to learn about their spending and visiting habits.</li> </ul>

### CERTIFICATIONS

<ul style="list-style-type: none"> <li>Certification course in Emotional Intelligence at work from Udemy,2022</li> <li>Let's Get Happy: Happiness Drives Performance from edx,2022</li> </ul>	<ul style="list-style-type: none"> <li>Certification course in Diversity Management from Great Learning,2022</li> <li>Business analytics from Harvard Business School,2021</li> </ul>
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### POSITION OF RESPONSIBILITIES

<ul style="list-style-type: none"> <li>Coordinated Harvard Business Case Study Competition held at JIMS Kalkaji,2022</li> <li>Student Coordinator of various events at E-Cell JIMS Kalkaji,2021</li> </ul>	<ul style="list-style-type: none"> <li>Student coordinator and Host of National Level quiz competition Quizard of Entrepreneurship Cell at JIMS,Kalkaji,2021</li> <li>Member of HR and E-cell at JIMS Kalkaji,2021</li> </ul>
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### HOBBIES & INTERESTS

<ul style="list-style-type: none"> <li>Dance</li> <li>Travelling</li> </ul>
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### TECHNICAL SKILLS

<ul style="list-style-type: none"> <li>MS Excel</li> <li>MS PowerPoint Presentation</li> <li>MS Word</li> </ul>
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### PERSONAL DETAILS

Fathers Name:	Sudhir Salhotra
Mothers Name:	Chander Kanta
Address:	WZ-308, 3rd Floor, Street No-5, Rishi Nagar,Pitampura-110034
Languages Known:	English, French, Hindi

I hereby declare that the above information shared above is true and correct to the best of my knowledge

Signature

Date