

Summary

Driven and adaptable professional with a strong foundation in HR, marketing, and management, eager to embark on a rewarding career journey. Armed with comprehensive experience in HR outsourcing, employee relations, and project management, with a keen eye for strategic problem-solving. Seeking challenging opportunities as an HR, marketing, or management trainee to leverage leadership acumen, analytical prowess, and innovative mindset for organizational growth.

EDUCATION

<b>M.Com Indira Gandhi National Open University</b>	<b>Sept'2022-Present</b>
<b>B.Com(8.29CGPA) University of Delhi Sri Aurobindo College</b>	<b>Jul'2019-Sept'2022</b>

Work Experience (including internships)

<b>Associate  HRO Department  WIPRO  Gurugram</b>	<b>Aug'2023 – Jul'2024</b>
<ul style="list-style-type: none"> <li>Managing Health and Benefits for <b>US employees</b></li> <li>Resolving <b>employee queries and disputes</b></li> <li>Maintaining <b>attendance, trends</b> and <b>delegating work</b> within team.</li> <li>Analyzing <b>team performance</b> and <b>client calls</b>.</li> <li>Documenting processes in <b>Microsoft Office</b> tools</li> <li>Analyzing and rectifying <b>employee benefits</b> information</li> </ul>	
<b>Intern  Careu365</b>	<b>Sept'2022 – Nov'2022</b>
<ul style="list-style-type: none"> <li>Provided online assistance and <b>conducted surveys</b></li> <li>Facilitated <b>child education</b> through online platforms</li> <li>Assisted in building <b>public relations</b> and increased <b>donation drives</b></li> </ul>	
<b>HR manager (intern)  Evedpaper  Delhi</b>	<b>Jul'2021 – Oct'2021</b>
<ul style="list-style-type: none"> <li>Promoted from Research and Promotion Intern</li> <li><b>Recruited and onboarded 30+ individuals</b> within 3 months, demonstrating strong sourcing and screening skills</li> <li>Managed team assignments and conducted recreational activities.</li> </ul>	
<b>Marketing Head (Internship)  Insightone</b>	<b>Jun'2021 – Jul'2021</b>
<ul style="list-style-type: none"> <li>Collected and managed intern data</li> <li>Led a team of <b>35+ individuals</b> and regular delegation of promotional assignments and ensured follow-up</li> </ul>	

Leadership & extra-curriculars

<b>Project Head Volunteer National Service Scheme University of Delhi SAC</b>	<b>Aug'2019 – Aug'2021</b>
<ul style="list-style-type: none"> <li><b>Initiated the Mental health project</b> during COVID time and led the Pilot team of 40+people.</li> <li>Organized <b>7 days mega event</b> with Nationally renowned psychologist and celebrities and negotiated all of these to free of cost events, impacted more than <b>200+ lives per day</b>.</li> <li><b>Collaborated with Major organizations</b> in India to make a change in mental health conditions.</li> <li>In 1st year, was part of <b>3+ projects</b> and worked mainly in management, ideas, organization of events and activities.</li> <li>Honored on <b>Swayam Siddha</b> for outstanding performance in NSS in 2020.</li> </ul>	
<b>Secretary &amp; Media and Marketing Director  Meloquent  Delhi</b>	<b>Oct'2020 – Oct'2022</b>
<ul style="list-style-type: none"> <li>Lead marketing team of <b>35+ members</b> and was the part of <b>Core- team</b>, majorly responsible for <b>marketing decisions</b> for organizational growth and development.</li> <li>Key roles also included: <b>Social Media management</b>, observing <b>market trends</b>, <b>campaign strategy</b> and coordination</li> </ul>	
<b>Event Head (Core team member)  Mimansa  SAC  Delhi</b>	<b>Jul'2021 – Jul'2022</b>
<ul style="list-style-type: none"> <li>Organized <b>40% more events</b> than in the previous year.</li> <li>Received <b>virtual appreciation</b> from Head of the College.</li> </ul>	
<b>Volunteer  Rotaract  SAC</b>	<b>Aug'2021 – Sept'2024</b>
<b>Volunteer  Enactus  SAC</b>	<b>Aug'2020 – Aug'2021</b>

Certificates:

<b>CAT - Scored 80 percentile</b>	<b>Nov'2022 – Nov'2023</b>
<b>IELTS - Scored 7 out of 9 bands</b>	<b>Jun'2021 – June'2021</b>
<b>GST Tally ERP9</b>	<b>Sept'2021 – Oct'2021</b>