




# Mitali Bhardwaj

9690986811 , 6396500336  
Bhardwajmitali17@gmail.com  
B1 , New Ashok Nagar , Delhi

 [https://www.linkedin.com/in/mitali-bhardwaj-3b2158225?utm\\_source=share&utm\\_campaign=share\\_via&utm\\_content=profile&utm\\_medium=android\\_app](https://www.linkedin.com/in/mitali-bhardwaj-3b2158225?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)

## OBJECTIVE

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A hard working management student with good interpersonal communication skills and wishes to achieve a challenging position in your dynamic organization so as to contribute the organization's growth with my skill set.

## EXPERIENCE

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12 August  
2024 -  
Present

- **HR Executive**  
Buffalo Soldiers
  - End to end recruitment
  - Onboarding and Induction
  - Using Zoho People
  - Entry and Exit formalities
  - Employee Engagement

15 Feb  
2024 - 12  
July 2024

- **HR Executive**  
7P Digital Services
  - End to end recruitment
  - Onboarding and induction
  - Employee Engagement
  - Payroll and Attendance management
  - Entry and Exit formalities

17 July  
2023 - 10  
Feb 2024

- **Business Development Executive**  
Insightgeeks Solutions pvt ltd
  - Doing cold calls
  - Lead Generation
  - Pre Sales
  - Conducting meetings

## PROJECTS

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- **LEGENDS LEAGUE CRICKET (LLC)**
  - Did multiple hirings for the project in approximately 2 weeks (within given budget and time frame).

## CERTIFICATIONS

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- Elite certified course of NPTEL : Business Law for Managers
- Completed online course of human resource management from great learning
- Completed online course of digital marketing
- Active member of NHRDN
- Certificated for volunteer of HR corporate interaction in IIMT , Aligarh
- Certificated for webinar of COLLEGE TO CORPORATE : THE ROAD AHEAD
- Certificated in Personality Development Program

## ACTIVITIES

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- Attended seminar of HR Conclave - HR IN THE VIRTUAL WORLD (GLA University)
- Attended online and offline training session on 'Employability skills under Life skills program organized by RUBICON
- Attended seminars and webinars related to Corporate world

## SKILLS

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Technical Skills: - Zoho People - Zoho Sign -Basic of Tally -Microsoft tools (word, power point , Excel)

80%



Professional Skills: -Enthusiastic - Ability to do multiple tasks -Calm and Compose -Adaptable and fast learner -Time management

80%



## EDUCATION

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2023

- **Master's of Business Administration**  
GLA University, Mathura  
80%

2021

- **Bachelor's of Business Administration**  
Institute of information management and technology, Aligarh  
70%

2018

- **Class 12, CBSE**  
Wisdom Public School, Aligarh  
68%

2016

- **Class 10, CBSE**  
Wisdom Public School, Aligarh  
70%

## LANGUAGES

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- English - native speaker
- Hindi - native speaker