



ADITI SAXENA

(MBA FRESHER)

CONTACT

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- <https://medium.com/@aditisaxenag1/believe-you-can-and-youre-halfway-there-theodore-roosevelt-80e38c56a280>

SKILLS

- Project/ Event Management
- Public Relations
- Content Creator
- Collaborative
- Problem Solving
- Ethical Leadership
- Effective Communication
- Consistent, optimistic, and passionate

TECHNICAL

- MS Office with chatgpt
- Financial Modelling & Valuation
- SAP, Oracle ERP
- PowerBI, Tableau
- SPSS
- VosViewer
- Talent Acquisition

CAREER OBJECTIVE

MBA graduate passionate about my career, equipped with strong analytical skills and a desire to contribute innovative solutions in the corporate world. I am hardworking and a self-motivated individual. I love to expand my knowledge and be fully dedicated to my work. Committed to continuous learning and professional development to excel in the dynamic field.

EDUCATION

- Pursuing Masters in Business Administration(Honors),GLA University,Mathura
- Bachelors of Commerce, Dr .B.R. Ambedkar University, Agra
- Intermediate, KDS International School, CBSE Board

WORK EXPERIENCE

Finance Intern, Indian Oil Corporation Ltd.

(June'24-July'24)

- Worked with Finance Team members in process of Tender floating
- Assisted in preparing and reviewing loan documentation.
- Collaborated with team members to ensure timely completion of Auditing,
- Studied the accounting of post retirement benefits in IOCL and created provisional liabilities in Balance Sheet

Virtual internship, Gaotek Inc.

(April'24-june'24)

- Screening Profiles: Review resumes and applications to shortlist candidates for various roles.
- Telephonic Interviews: Conduct initial telephonic interviews to evaluate candidates' qualifications, skills, and cultural fit.
- Data Management & Reporting: Maintain recruitment data, generate reports, and provide regular updates on hiring progress.

Teaching Internship, St. Francis Senior Secondary School(ICSE) (Nov'21- Mar'22)

- Being a program coordinator on the event of Children's Day, Sports Day, Women's Day, managed and organized whole strategy and tasks
- Lead various inter/intra School, Socio-cultural and environmental activities
- Gained confidence, improved interpersonal skills and managerial skills

COURSES/CERTIFICATIONS

- Completed course the core fundamentals of Digital Marketing from GOOGLE DIGITAL GARRAGE
- Learnt the Principles of Management and Communication Management from GREAT LEARNING
- Learnt the use of Chat GPT and AI for Human Resources(HRM)
- Certified with NISM Series 5 Mutual Funds foundation examination an Educational initiative by SEBI

EXTRA-CURRICULAR ACTIVITIES

- Event Manager (Guest Handling) in the event of Trade Trek at GLA University
- Program Coordinator in the event organized for the students of GLA University such as JOVAC, Workshops, Seminars.
- Participated in Human Resource Skills Workshop and JOVAC(Job Oriented Value Added Course)

ACHIEVEMENTS/AWARDS

- Winner of district-level speech competition by Transport Department, Mathura
- Received Pratibha Bhushan Samman Award for outstanding performance in ICSE examinations
- Received "Samman" Award from AmarUjala -Bhavishya Jyoti for becoming the district girl topper (ICSE)