

Krishma Mahajan

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SKILLS SUMMARY

Tools/platforms: MS Excel, Power Point, MS Word

Soft Skills: Time Management, Leadership, Teamwork, Adaptability, Emotional Intelligence

INTERNSHIP

Maruti Suzuki India Limited| Gurugram

HR Intern

June 2024–July 2024

- Coordinated company-sponsored higher education programs for employees, resulting in increased employee engagement and retention.
- Managed the nomination process, ensuring eligibility as per company policy.
- Demonstrated skills in program coordination, policy interpretation, communication, organization, and time management.

Skills Demonstrated:

- Program coordination and management
- Policy interpretation and implementation
- Communication
- Organization and time management
- Attention to detail and compliance

PROJECTS

Knits Care—Building Blocks of HR

January 2024–February 2024

- Established foundational HR practices at Knits Care, including job analysis, design and recruitment, successfully hiring a Marketing Manager aligned with organizational needs.

Unbranded–Branded| LPU

August 2023 –October 2023

- Led the rebranding of a startup women's Kashmiri Tilla work Kurtis, transforming it into a successful fashion label called Stitch.
- Increased brand awareness and sales through strategic marketing campaigns.

CERTIFICATIONS

- HR Skills Workshop Certificate | Global Tareeqa Solutions
- MS Excel Advance Training Certificate | Global Tareeqa Solution
- Management of New Products and Services | NEPTEL

October 2023

October 2023

March23

EDUCATION

Lovely Professional University

Master of Business Administration – Human Resource Management and Marketing— CGPA: 6. 48

Phagwara, Punjab

August 2023 – June 2025

Shri Mata Vaishno Devi University

Bachelor of Arts in English Literature – CGPA: 6.98

Katra, Jammu

August 2020 - June 2023

Delhi Public School

12th Percentage: 75%

Jammu

May 2023