

# 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–July2024

- 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       | October 2023 |
| MS Excel Advance Training Certificate   Global Tareeqa Solution | October 2023 |
| Management of New Products and Services   NEPTEL                | 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

12<sup>th</sup> Percentage: 75%

Jammu  
May 2023