

Simran



Profile

A dedicated and problem solving attitude with effective communication looking for responsible position to gain practical exposure in corporate.

Education

Master of Business Administration (MBA- HR & Marketing) (CGPA-8.18)

Dr.A.P.J Abdul Kalam Technical University(2021-23)

Bachelor of Business Administration (BBA) (CGPA-7.2)

Chaudhary Charan Singh University (2018-21)

Intermediate (Commerce stream) (2018) CBSE

High school from CBSE Board (2016)

INTERNSHIP

Elite One Human Resource Management Consultants Pvt. Ltd. - Recruitment Executive (sept. 2023- Feb. 2024)

Responsible to take telephonic interview of the candidates.

Coordinating with the candidates & HR through references & job portals.

Regular follow ups with candidates clients.

Erekrut HR Automation Solution Pvt. Ltd. (Sept. 2023 to Oct. 2023)

Learned how to do telephonic interview.

Learned how to recruit new batches for internship.

Record all of them in excel sheet.

Learned about posting a job for company.

Skills

MS Word

Powerpoint

Teamwork.

Quick Learner

Event Planning

Time Management

Achievements

- Won Dubai Trip for achieving 2nd position in University (2023).
- Industrial visit to India TV & Yakult.
- Participated in Business Quiz. Volunteered in Annual Fest.

Interests

- Connecting to new people.
- Travelling.
- Dancing.