



# 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.

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**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.

## Contact



Phone:

+91 9548229757



Email:

simranrathore238@gmail.com



Address:

K/CA-1507,City  
Apartments, Aditya World  
City, Ghaziabad, UP-  
201002

## 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.