

Sakshi Bhalla

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Results-driven HR & operations professional with hands-on experience in talent acquisition, leading recruitment cycles, and coordinating multi-stakeholder initiatives, managing cross functional operation. Adept at streamlining workflows, improving processes, and delivering structured, data-backed solutions.

Educational Background

Lakshmibai College, Delhi University | Bachelor of Arts

Nov 2022- Jul 2025

- Major in economics
- Minor in advertisement, sales promotion and sales management.
- Co- curricular subjects: Digital Marketing, Document preparation and presentation software

St. Froebel Sr. Sec. School

Class XII- Commerce (with mathematics)

Apr 2021- Jul 2022

Internships & Extracurricular

The Entrepreneurship Network (TEN)

HR Manager Intern

Apr 2024 – Jun 2024

- Streamlined recruitment operations across departments; managed screening, scheduling, and onboarding of 75+ interns.
- Maintained recruitment trackers, prepared weekly dashboards, and aligned hiring needs with team leads.
- Introduced structured interview coordination processes, reducing delays and boosting onboarding efficiency.

Senior HR Intern

Jan 2024 – Mar 2024

- Coordinated with 15 teams and facilitated cross-functional coordination for smooth onboarding execution.
- Assisted in performance tracking and employee lifecycle documentation.

HR Intern

Nov 2023 – Dec 2023

- Managed end-to-end recruitment for intern roles and optimized recruitment funnels for better conversions.

Youth India Foundation

Graphic Designing Head

Dec 2023 – Jun 2024

- Led creative strategy and supervised a design team for multiple social impact campaigns, improving online outreach and engagement.
- Developed 20+ high-impact visual assets used across social media and events.

Graphic Designing Intern

Sep 2023 – Dec 2023

- Developed digital content and social media graphics, supporting organizational branding efforts.

Economics Society, Lakshmibai College

Joint Secretary

Oct 2023 – Sep 2024

- Spearheaded society operations, including team coordination, event planning, and database management.
- Led the execution of multiple seminars, competitions, and annual events, enhancing society engagement

Event & Logistics Member | Nov 2022 – Sep 2023

- Executed logistics for college-level events ensuring smooth operations and participant engagement.

Volunteer & Certifications

- **Google Project Management Professional Certificate** issued by Coursera. [Link](#)
- **Volunteer- Economics Department, Lakshmibai College, DU**

Volunteered as part of the organizing for a 2-day ICSSR-sponsored international seminar by the Economics Department, Lakshmibai College. Assisted in coordinating sessions and logistics, engaging with scholars and participants on **Strengthening Social Security Programmes in India with Special Reference to Drinking Water and Social Energy: A Pathway to Viksit Bharat @2047.**

- **2nd Position** at Best Manager Competition organized MARK-IT: **Marketing society of Shaheed Sukhdev College of Business Studies.**

Skills

Core Skills	Soft Skills
<ul style="list-style-type: none">• Talent acquisition• Workforce planning• Event Planning & Logistics Management• Canva & Graphic Design• MS Office• Data handling	<ul style="list-style-type: none">• Team coordination• Problem-solving skills• Fostering positive client partnerships• Detail oriented