

## EDUCATION

Year	Degree/Examination	Institution	Board	Percentage/CGPA
2024	B.A (Prog.) Economics	Ramjas College, University of Delhi	-	7.394
2021	Class XII	Jamia Millia Islamia, New Delhi	JMI	81%
2019	Class X	Jai Hind Public School, New Delhi	CBSE	67.6%

## INTERNSHIPS

<b>Link8 Intelisystem Pvt. Ltd (Human Resources Intern)   Noida.</b>	February 2022- April 2022
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- Supported HR operations through administrative tasks, including document management and meeting coordination.
- Planned and executed recruitment events, including job fairs and campus hiring initiatives.
- Assessed applicant qualifications to ensure alignment with job requirements and organizational needs.
- Drafted and published job postings to attract top talent for open positions.

<b>Vskills (Content Designing and Development)   Remote.</b>	April 2022
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- Developed content strategies and editorial guidelines to maintain brand consistency and enhance recognition.
- Performed keyword research and designed SEO-optimized titles and meta-descriptions to improve search visibility.
- Oversaw content creation and publication, ensuring accuracy, quality, and timely delivery.

<b>Tech Analogy Pvt. Ltd (Human Resources Intern)   Noida.</b>	June 2022 - September 2022
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- Coordinated recruitment events and supported end-to-end candidate interview processes.
- Developed onboarding materials and conducted orientation sessions for new hires.
- Contributed to process improvements by providing insights during team meetings.
- Managed HR administrative tasks, including data entry, record-keeping, and document organization.

<b>Depute (Business Development Intern)   Remote.</b>	May 2023 - July 2023
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- Identified and capitalized on market expansion opportunities to drive business growth.
- Activated communication with customers promptly to improve customer satisfaction and retention.
- Applied active listening strategies to assess customer needs and optimize negotiation outcomes.

<b>Fab Hotels (Operations Intern)   Gurgaon.</b>	December 2023 - January 2024
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- Executed operational strategies to align tasks with business objectives and enhance efficiency.
- Handled customer complaints by diagnosing problems and delivering quick and effective resolutions.
- Resolved service inquiries through in-depth research or escalated cases for prompt resolution.
- Partnered with cross-functional teams to streamline workflows and improve interdepartmental coordination.

<b>Travclan (Operations)   New Delhi</b>	June 2024 - November 2024
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- Handled client escalations and delivered real-time support to ensure seamless travel experiences.
- Collaborated with suppliers and finance teams to manage trip modifications and optimize costs.
- Leveraged destination expertise to assist clients in customizing travel packages.
- Conducted thorough booking verifications to minimize errors and prevent trip disruptions.
- Ensured top-tier on-ground services by overseeing accommodations, transportation, and overall trip quality.

## EXTRA-CURRICULAR ACTIVITIES

<b>Volunteering</b>	Volunteer: Upskilling The Global Workforce. Organization Name: IFORTIS WORLDWIDE™ • Developed presentations highlighting best practices in workforce planning and scheduling optimization. • Facilitated cross-departmental coordination to enhance communication on workforce changes. • Led new employee orientations to promote engagement and alignment with company objectives. • Created job descriptions aligned with organizational needs and role expectations.	March 2023 - April 2023
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<b>Certificates</b>	• Data Analysis with Python (IBM Skills Build). • Data Analytics    CSRBOX (IBM Skills Build).	9 <sup>th</sup> November 2023 10 <sup>th</sup> November 2023
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## Skills

<b>Technical Skills</b>	Data Analysis (Statistical Software R & MS Office), Research & Problem-Solving, and Workflow Optimization (LaTeX & Network Flow)
<b>Soft Skills</b>	Talent Acquisition & Engagement, Strategic Thinking & Adaptability, Operational Management & Organization, and Relationship Management & Communication
<b>Language</b>	English, Hindi, Urdu, and Gujarati