

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				
Link8 Intelisystem Pvt. Ltd (Human Resources Intern) Noida.			February 2022- April 2022	
<ul style="list-style-type: none">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.				
Vskills (Content Designing and Development) Remote.			April 2022	
<ul style="list-style-type: none">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.				
Tech Analogy Pvt. Ltd (Human Resources Intern) Noida.			June 2022 - September 2022	
<ul style="list-style-type: none">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.				
Depute (Business Development Intern) Remote.			May 2023 - July 2023	
<ul style="list-style-type: none">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.				
Fab Hotels (Operations Intern) Gurgaon.			December 2023 - January 2024	
<ul style="list-style-type: none">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.				
Travclan (Operations) New Delhi			June 2024 - November 2024	
<ul style="list-style-type: none">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				
Volunteering	Volunteer: Upskilling The Global Workforce. Organization Name: IFORTIS WORLDWIDE™ <ul style="list-style-type: none">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
	Certificates	<ul style="list-style-type: none">Data Analysis with Python (IBM Skills Build).Data Analytics CSRBOX (IBM Skills Build).	9 th November 2023 10 th November 2023	
Skills				
Technical Skills	Data Analysis (Statistical Software R & MS Office), Research & Problem-Solving, and Workflow Optimization (LaTeX & Network Flow)			
Soft Skills	Talent Acquisition & Engagement, Strategic Thinking & Adaptability, Operational Management & Organization, and Relationship Management & Communication			
Language	English, Hindi, Urdu, and Gujarati			