



SURABHI SRIVASATAVA
MASTER OF BUSINESS ADMINISTRATION (FINANCE & HR)

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| OBJECTIVE | MBA student with dual specialization in Human Resources and Finance, aiming to leverage analytical, financial, strategic, and people management skills to contribute to organizational growth and efficiency. |
| SKILLS | <ul style="list-style-type: none"> ▪ Tools & Technologies - Microsoft Excel PowerPoint MS Word ▪ Interpersonal Skills – Critical Thinking Problem-Solving ▪ Other Skills - Negotiation Adaptability Decision-Making |

JOB EXPERIENCE

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| Center Coordinator, Kidzenius Gorakhnath | 1 Year | July 2023 to August 2024 |
| Roles and Responsibilities | <ul style="list-style-type: none"> ▪ Managed recruitment, onboarding, payroll, and attendance while ensuring budget alignment. ▪ Handled fee collection, deposits, and linked financial records with staff salary disbursement. ▪ Conducted staff training and performance reviews within approved financial resources. ▪ Maintained HR and financial reports for audits, compliance, and management review. ▪ Ensured adherence to labour laws, organizational policies, and financial standards. ▪ Optimized utilization of human and financial resources to enhance center efficiency. | |

INTERNSHIP EXPERIENCE

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| Management trainee, Finoability Pvt. Ltd. | 2 Months | June 2025 to August 2025 |
| Roles and Responsibilities | <ul style="list-style-type: none"> ▪ Researched companies and funds to suggest the best options for client goals. ▪ Assisted in managing portfolios with focus on client risk profile and preferences. ▪ Prepared reports and presentations to explain investments clearly to clients. ▪ Supported in making strategies to improve client satisfaction and returns. | |
| Human Resource Intern, We Heal Pvt. Ltd. | 1 Month | October 2022 |
| Roles and Responsibilities | <ul style="list-style-type: none"> ▪ Assisted in recruitment activities including job postings, resume screening, and interview scheduling. ▪ Supported employee onboarding by preparing files, documents, and coordinating induction sessions. ▪ Maintained HR records, attendance data, and assisted in payroll processing. ▪ Coordinated employee engagement programs, surveys, and training sessions. | |

ACADEMIC PROFILE

| Qualification | Institute | Board/University | Year | %/CGPA |
|---------------|---------------------------------------|--|---------|--------|
| MBA | Jaipuria Institute of Management | Abdul Kalam Technical University, Lucknow | 2024-26 | 6.35 |
| B.COM | Kailash Institute of Management, Gida | Deen Dayal Upadhyaya University, Gorakhpur | 2021-24 | 7.64 |
| XII | St. Joseph's School, Gorakhnath | ISC Board | 2021 | 68.2% |
| X | St. Joseph's School, Gorakhnath | ICSE Board | 2019 | 60 % |

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| CERTIFICATIONS | <ul style="list-style-type: none"> ▪ AI in human resource, NPTEL course ▪ Financial Accounting, NPTEL course ▪ Effective communication, Coursera | <p>2025</p> <p>2025</p> <p>2022</p> |
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CO-CURRICULAR ACHIEVEMENTS

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| Jaipuria Institute of Management | Secured 1st place in "Role Play Scenarios for Future Executives" held at Jaipuria Institute of Management Ghaziabad August, 2024 |
| Kailash Institute of Management | Secured 3rd rank in Kailash Institute of Management in B.Com (2021-24) |

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| CO-CURRICULAR ACTIVITIES | <ul style="list-style-type: none"> ▪ Participated in "BLOCK BUILDING ACTIVITY" held by IT club at JIM ▪ Participated in "DANCE COMPETITION" in MERCATO 2024 at JIM ▪ Participated in Inter School dance competition ▪ Participated in Inter School Throw Ball Competition ▪ Served as BLUE HOUSE CAPTAIN from class 10th till 12th | <p>2024</p> <p>2024</p> <p>2019</p> <p>2018</p> <p>2019-2021</p> |
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