

SHREYA JAIN

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PROFESSIONAL SUMMARY

I am an MBA student specializing in HR and Marketing, with experience in HR documentation, training data management, and communication design. I have worked on POSH and DEI attendance tracking, presentation designing, event coordination, and social media content creation using tools like Excel, PowerPoint, Canva, Keka, and Outlook

EDUCATION

MBA, HR & MARKETING IIM, Jaipur	Currently pursuing 2026
BA(Hons)Psychology, University Maharani College	75.66% 2024
Class XII (CBSE)	91.4% 2021

INTERNSHIP EXPERIENCE

NAV FUND SERVICES | Jaipur June 2025 – August 2025

HR, Learning & Organizational Development Intern

- Maintained attendance records for POSH and DEI sessions using Excel and Keka Portal.
- Created PowerPoint presentations summarizing key training content and employee development programs.
- Analyzed training participation data to generate compliance reports improving attendance tracking accuracy for POSH & DEI sessions.
- Designed templates for employee assessment and evaluation parameters.
- Assisted in preparing flowcharts and summaries for PACE (Performance and Career Enhancement) training.
- Gained understanding of company policies, employee conduct, and hedge fund operations.

JAJAM FOUNDATION | Rajasthan, Jaipur December 2024 – April 2025

Content Creator & Communication Intern

- Designed brochures highlighting the foundation's initiatives and impact.
- Created engaging social media reels and content to boost visibility and engagement.
- Assisted in developing event communication materials.
- Managed performing artists during Rajasthan Festival; handled backstage management and scheduling.
- Supported local artists at the Handmade Stories stall; promoted handmade products and storytelling.
- Collaborated on brochure design aligning with the foundation's branding and campaigns.

CERTIFICATIONS

- Introduction to Digital Marketing - Unified Business Web Solutions, Jaipur
- Introduction to MS Excel - SimpliLearn (2025)
- HR Analytics Course - SimpliLearn (2025)

SKILLS

MS Excel, MS Powerpoint, MS Outlook, Canva