

Saloni Bhatia

E -mail : salonibhatia170299@gmail.com

Address : 5,Bhakt Prahlad Nagar,Indore

Mobile : +91-7974277115

Career Objective

Looking for an entry-level position where I can gain new experience and explore my theoretical knowledge gained from the last three years.Proficient in English language skills and passionate about learning new business concepts.

Academic Records

Professional Qualifications :

Degree	School/College	Board/University	Percentage/ CGPA	Year of Passing
Master of Business Administration	IPS Academy Institute of Business Management and Research	DAVV	78.14%	2022
Bachelor of Business Administration	Shri Vaishnav Institute of Management	DAVV	66.7%	2020
Higher Secondary	Sanmati H.S School	CBSE	55.2%	2017
Senior Secondary	Sanmati H.S School	CBSE	62.7%	2015

Work Experience.

HR intern at The Dreamer Designs. July 2021- Sept. 2021(2.5 mos)

- Provide assistance in daily tasks like managing meetings.
- Managing team leaves, attendance, and documentation.
- Work on hiring new candidates, orientation, onboarding, and firing.
- Work on sending couriers to the team.
- Arrange fun team activities.

HR intern at Skillsanta. August 2020 - October 2020(2.5mos)

- Headhunting on linkedin and communicating with the candidates.
- Sharing Job description and screening resumes.
- Prepare a daily report on recruitment status and candidates contacted.

Certifications Acquired

- Certificate of Participation in IT club quiz.
- Certificate of Participation in webinar titled 'SAMAVESH'- Sharing wisdom for nurturing values and skills.
- Certificate of Participation in webinar titled 'Digital Marketing'.
- Certificate of IMUN Online Conference 11.0 - 2020.
- Certificate of Online quiz on Ek Bharat Shrestha Bharat.
- Certificate of Online quiz on Anti-Drug Abuse.
- Certificate of Participation in webinar titled 'Realizing Positive Health through Yoga'.
- Certificate of Participation in webinar titled 'Job opportunity and challenges post COVID -19'.
- Certificate of Participation on Darpan 2k18 Corporate day.

Interpersonal skills

- Communication skills.
- Negotiation.
- Presentation skills.
- Time management.
- Attention to detail.
- Leadership.

Technical skills

- Microsoft word.
- MS excel
- Microsoft Powerpoint.

Personal details

Gender : Female

DOB : 17th Feb,1999

Nationality : Indian

Languages known : English,Hindi

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Place : Indore.

Saloni Bhatia