



Bhagat Singh Nagar No. 2, Link Road, Goregaon West, Mumbai - 400104
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Career Objective: Continuous development of skill and knowledge for the rapid growth with honesty and use them for betterment of organization as well as for personal growth and securing a position where I can apply my skills and knowledge to the fullest.

Education:

Post Graduate Diploma in Management (2024-26 Batch) - Pursuing

MKES Institute of Management Studies & Research

Specialisation: HR

AICTE Approved 2 year Full Time programme

Degree - Bachelor of Commerce

Vivek College of Commerce, Mumbai (May 2022)

- Percentage: 60%

Higher Secondary Education (12th)

Vivek Vidyalaya & Junior College, Mumbai (May 2019)

- Percentage: 64%

Secondary School Education (10th)

Sunflower Secondary School, Mumbai (May 2017)

- Percentage: 68%

Skills:

- **Technical Skills:** Ms Excel, Ms PowerPoint, Basic tally, word
- **Soft Skills:** adaptability, time management, teamwork and collaboration,
- **Languages:** Hindi, English, Marathi

Internship Project:

DOREE MUMBAI

2nd OCT 2022 to 30th JAN 2023

As a Receptionist

Work Experience:

FLICKA COSMETICS

6TH OCT 2023 TO 20TH JULY 2024

OFFICE ADMIN

"Handle petty cash, maintain the voucher book, record offline sales data, track and mark BA's daily attendance, prepare tester and stock invoices, and ensure proper tallying and entry of invoice data."

Academic Projects:

⇒ Project SHARE

- **Duration:** 24th Nov 2024 to 7th Dec 2024
- **Location:** Amravati, Maharashtra
- **NGO:** Disha for victim
- **Outcome:**

Contributed to a transformative project in collaboration with Disha, where I developed HR policies by analysing their work ethics and code of conduct. This experience enhanced my understanding of organizational culture, strengthened my problem-solving abilities, and provided valuable insights into effective HR management practices.

Internship Project:

HRpreneurs hr service and consultancy firm

May 2025 – June 2025

Designation: HR Executive (Recruitment & Selection)

- Managed end-to-end recruitment: sourcing, screening, interviewing, and timely vacancy closures.
- Collaborated with hiring managers for JD alignment, interview coordination, and candidate briefing.
- Maintained an accurate candidate database, recruitment reports, and Excel trackers.
- Conducted cold calling, headhunting, and leveraged job portals/references for sourcing.
Recruiting internal and external hiring
- Follow up with selective candidate

Achievements:

- Secured **1st Position** in **Dance Competition** at **College/City**
- Completed **Writing Certification**
- Earned **Tally and Excel Certification** for proficiency in accounting and data management.
- Received Drawing Certification for exceptional skills in visual arts

Extracurricular Activities:

- Management Premiere League (MPL): Participated in a competitive event involving interesting management games, CSR activities, team-based skit, team work & organizational skills.
- Volunteered in the Cultural events.
- Job Fair : coordinating with student , and providing guidance to participants of Job Fair.