

<b>ACADEMIC ACHIEVEMENTS</b>			
MBA	2023-2025	Institute of Management, Nirma University	
BBA	2020-2023	Institute of Management, Nirma University	74.90 %
XII   CBSE	2019-2020	St.Kabir, Ahmedabad	90.00 %
X   CBSE	2017-2018	St.Kabir, Ahmedabad	91.20 %
<b>INTERNSHIPS</b>			
<b>XIRCLS</b>			<b>Apr 2023 – Jun 2023</b>
HR Intern - Core HR Team	<ul style="list-style-type: none"> <li>Ensuring Proper job postings with job descriptions, updating the database of job descriptions according to new verticals in a domain</li> <li>Screening resumes and application forms</li> <li>Coordinating new hire orientations</li> <li>Meet team members at regular intervals to discuss performance, inputs from team leader, suggest ideas to carry on smooth functioning of the work</li> </ul>		
<b>Fasttrack HR Services Pvt. Ltd.</b>			<b>May 2022 – Jun 2022</b>
HR Intern - Talent Acquisition Team	<ul style="list-style-type: none"> <li>In HR recruiter, mainly the task was of sourcing, calling the prospective candidates and preparing a tracker of the interested candidates. Oral communication and Negotiation skills enhanced.</li> <li>In BDE Profile, I worked on FMCG and FCMD sectors – Prepared industry databases and calling different companies for empanelment of our services with the organization</li> </ul>		
<b>Neyrutva Ek Abhiyaan Foundation</b>			<b>Jun 2021 – Jul 2021</b>
Student Volunteer Social Media Intern	<ul style="list-style-type: none"> <li>I was a part of social media team and supported other teams to collect data and analyse them, all the social media platforms of the organization were handled by me</li> <li>Brainstorming the ideas to engage the audience</li> <li>Creating and designing content and increase the followers</li> </ul>		
<b>POSITION OF RESPONSIBILITY</b>			
Community Rotaract Club	<ul style="list-style-type: none"> <li>Member of RAC Ahmedabad Metro (2022 – 2023)</li> <li>Responsible for conducting social events like food drive, tree planation, blood donation camps etc.</li> </ul>		
<b>EXTRA CURRICULAR ACHIEVEMENTS</b>			
	<ul style="list-style-type: none"> <li>A grade in Elementary Drawing Grade Examination</li> <li>A grade in Intermediate Drawing Grade Examination</li> <li>Completed two years course in Abacus Brain Study (ICMAS) and scored 99%</li> </ul>		