

<b>ACADEMIC ACHIEVEMENTS</b>			
MBA (HRM)	2023-2025	Institute of Management, Nirma University	
BA	2019-2022	St. Xavier's College, Ahmedabad	80.60 %
XII   ISC	2018-2019	Zydus School for Excellence, Vejalpur	93.20 %
X   ICSE	2016-2017	Zydus School for Excellence, Vejalpur	91.33 %
<b>FIELDWORKS &amp; LIVE PROJECTS</b>			
<b>Amanta Healthcare Ltd.</b>		<b>Aug, 2023 – Sep 2023</b>	
Talent Acquisition, Attendance, Joining formalities and General Admin Work	<ul style="list-style-type: none"> <li>Finding candidates using various job portals like Naukri, Indeed, LinkedIn and scheduling interviews</li> <li>Preparing offer letters, experience letters, and other documents</li> <li>Completing training evaluation documents of employees and filing and maintaining documents</li> <li>Verifying Attendance and Authorizing Compensatory Off to Employees</li> </ul>		
<b>INTERNSHIPS</b>			
<b>Agilo Research Pvt. Ltd., Ahmedabad</b>		<b>Apr, 2023 – Jun 2023</b>	
Recruitment and Hiring, Day to day HR activities, Leave Management on ZOHO People	<ul style="list-style-type: none"> <li>Recruiting, hiring and onboarding candidates</li> <li>Introducing and implementing ZOHO People as a new Human Resource Management System and training employees on using ZOHO People</li> <li>Planned and Organized training sessions for employees</li> <li>With the assistance of Senior Managers, organized an internal competition called "STEMpedia Shark Tank" to engage employees from different teams and give them a hands on training on the company products</li> </ul>		
<b>Agilo Research Pvt. Ltd., Ahmedabad</b>		<b>Apr, 2022 – Sep 2022</b>	
Recruitment and Employee Activities	<ul style="list-style-type: none"> <li>Assisting with talent acquisition, designing job descriptions and complete life cycle of recruitment</li> <li>Hiring and onboarding the people on company policy</li> <li>Planning the annual general meeting and team outing</li> <li>Preparing offer letters, experience letters, and other documents</li> </ul>		
<b>POSITIONS OF RESPONSIBILITY</b>			
Just A Minute	<ul style="list-style-type: none"> <li>Organized the "Just A Minute" event for the inter-school competition called "Zyfest" in 2018</li> <li>Managed a team of 8 students and 20 teams for various schools from Ahmedabad and Vadodara</li> <li>Responsible to host and smooth proceeding of the event</li> </ul>		
Volunteer in ZyVerve	<ul style="list-style-type: none"> <li>Certificate for overwhelming support as in ZyVerve (Zyfest) in 2017</li> </ul>		
<b>EXTRA-CURRICULAR ACHIEVEMENTS</b>			
National Cadet Corp, 2020	<ul style="list-style-type: none"> <li>B certificate holder in NCC</li> </ul>		
Ek Bharat Shreshth Bharat	<ul style="list-style-type: none"> <li>Participated in the EK Bharat Shreshth Bharat Camp by NCC DTE West Bengal and Sikkim</li> <li>Represented 1 GUJARAT GIRLS BN NCC in this Camp</li> </ul>		
Combined Annual Training Camp	<ul style="list-style-type: none"> <li>Participated and Completed the Combined Annual Training Camp of 1 GUJARAT GIRLS BN NCC in year 2021</li> </ul>		