## Sarthak Shrivastava



## 22 | Male | IMNU | Major – Human Resource Management

ACADEMIC ACHIEVEMENTS				
MBA	2023-2025	Institute of Management, Nirma University		
B. Tech	2018-2022	Bennett University, Greater Noida	72.49 %	
XII   ISC	2017-2018	Evergreen Public School, Delhi	71.83 %	
X   ICSE	2015-2016	Cambridge School Noida	72.20 %	

• Done a course on Business Communication from Internshala (July,2020)

• Done a course on Advanced Excel from Internshala (July,2020)

• Done a course on Digital Marketing from Internshala (July,2020)

• Completed the transcend career readiness course, which is a 7-course program for 3 months by Harappa Education.
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Completed the transcend career readiness course , which is a 7-course program for 5 months by Harappa Education.     FIELDWORK & LIVE PROJECT					
National Building Construction Corporation Ltd (NBCC)         Aug 2023 – Sep 2023					
HR Intern	<ul> <li>I actively contributed to the development and enhancement of NBCC's Knowledge Management Portal, which also afforded me the valuable opportunity to gain hands- experience with their ERP software</li> <li>I effectively coordinated and managed training events designed for NBCC employees ensuring their seamless execution</li> <li>I was responsible for the creation of circulars and the drafting of messages intended dissemination through NBCC's ERP system</li> <li>I proactively curated YouTube videos on pertinent subjects within Civil Engineering Mechanical Engineering, Finance, and HRM, offering employees a valuable resource learning and development</li> </ul>	s, for			
INTERNSHIPS					
	Unschool Jun 2021 -	- Aug2021			
Youth Leader	<ul> <li>During my tenure in Unschool, I was a Youth Leader who was handling a team of 15 to 20 influencer responsible for the sales of short term self-paced online learning courses at PA Level</li> <li>I was also running the recruitment drives in various colleges and educational institutions act NCR for internships and organized a lot of online webinars for students on Zoom and G Meet</li> <li>Managing a Team of 10 to 20 people and managing them to get sales and motivating them various sales concepts and methods</li> <li>Operating a CRM (HubSpot) and making use of various marketing tools. Promoting Unschool at social media and generating and improving the reach of Unschool aggressive Social Media Drives. Did a total sales of 19,000 INR and was given the title of Youth Leader for the Month of June</li> </ul>	N India ross Delhi oogle with l by Best			
	Pragyata Foundation May 2021 -	Jun 2021			
Fund Raising	<ul> <li>During my tenure at the Pragyata Foundation, I raised Funds for Covid-19, by contacting v people on different social media platforms (WhatsApp, Instagram, and Facebook) created awareness for this cause and raised donations for the same</li> <li>I was given a target of 10,000 and within my tenure I raised 21,000 INR for our cause</li> <li>I was the highest achiever of my batch and was also given LOR for my outstanding perform</li> </ul>	1			
POSITIONS OF RESPONSIBILITY					
Member of Security Club.	<ul> <li>Been a part of Security Club of Bennett University and took part in the College Fest 2019 as a Security Club Member</li> <li>Involved in crowd management and safety and security of students as well as the artists performing. Helping the artists and students from other colleges in paperwork and registration for the fest</li> </ul>				