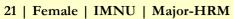
Manvi Khandelwal





ACADEMIC ACHIEVEMENTS			
MBA	2023-2025	Institute of Management, Nirma University	-
BBA	2020-2023	Institute of Management, Nirma University	79.00 %
XII CBSE	2019-2020	St Joseph's Convent Senior Secondary Girls' Sch	ool 93.00 %
X CBSE	2017-2018	St Joseph's Convent Senior Secondary Girls' Sch	ool 92.80 %
• Completed a 30 days Boot camp course on Python in 2023 on Udemy			
	FIE	LDWORKS & LIVE PROJECTS	
The Fleek Media			Aug 2023 – Sep 2023
 Posting the jobs on LinkedIn (Sr. Content Writer, Sr. UI/UX Designer, Client Servicing, etc.) Calling candidates for screening round and scheduling Interviews Made Employee Referral Policy and organized a training session on Communication (Employee Engagement activities) 			
INTERNSHIPS			
		VleBazaar.com	Jun 2023 – Aug 2023
Human Resource Intern	 Making Job Descriptions (Video Intern, Social Media Marketing Intern, SEO intern, etc.) Posting the jobs on LinkedIn and conducting interviews (video and social media marketing intern) Dispersing offer letter, LOC and LOR to the selected candidates Leading a team of 20+ social media marketing intern and Received Letter of Recommendation (LOR) for excellent performance 		
Saundh Retail Private Ltd.			Apr 2023 – May 2023
Human Resource Intern	HRONE (HRMS)Assisting in preparaMade SOP's for sh	reparing training modules, employee handbook and intro strategical and operational implementation ation of KRA's and KPI's for operations and marketing oplifting and uniform policy and coordinated with the to ERATIONS CONCLAVE, 2023"	team eam for the preparations
NJ India Invest Ltd.			May 2022 – Jun 2022
Sales Intern		or selling the distributorship through online portals and usiness Opportunity Presentation) and attending trainin	g sessions to the mentor
HelpAge India Jun 2021 – Jul 2021			
Summer Intern		of 500 police stations phone numbers for central govern Literacy Workshop for senior citizens and promoting N ia accounts	1