

Arushi Sharma

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Address – Sector -62, Noida Uttar Pradesh, 201301

Career Objective:

To seek a challenging assignment in an industry as a self-motivated employee in order to use my skills for the benefit of organization and personal growth.

Education Background:

- MBA from IIMT Engineering College, Meerut, 2021-2023, affiliated to AKTU Lucknow.
- B.com from CCSU Meerut in 2021
- 12th from CBSE Board in 2018
- 10th from CBSE Board in 2016

Experience :

- 6 Month
- HR RECRUITER INTEREN EMS EXECUTIVE MANAGEMENT SERVICES.
- Responsible of contacting candidates.
- Take preliminary interview.
- Assisted with competing joining formalities including document collection and orientation.

Key Skills :

- HR Strategy
- Financial Analysis
- Recruitment and Selection
- Compensation and Benefits
- Team Work and Collaboration

Additional Certification:

- Digital Marketing
- Microsoft word, Excel, Power Point Presentation
- Proficiency in Computer
- Cyber Security and Advance diploma in Technology

Computer Skills :

- Microsoft Word
- Microsoft Excel
- PowerPoint Presentation

Language Proficiency:

- English
- Hindi

Extra-curricular Activities:

- Active participant in school and college culture activities and seminar.

Strength:

- Team Work
- Determination
- Self-starter
- Loyalty

Hobbies and Interest:

- Reading Books
- Listening to music
- Yoga and Meditation
- Volunteering

Declaration:

I hereby declare that the above mentioned information is true to best of my knowledge

Date.....

(Arushi Sharma)

Place.....