

## **Laxmi Kumari**

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**Objective-** To get an opportunity of my Interest where I can make the best of my potential and contribute something to the organization's growth.

### **Education**

- M.Com (Specialization- International Business) from Dayalbagh Educational Institute, Agra (2021-2022)  
Cgpa- 7.63 (1st year)
- B.Com(Hons.) from Dayalbagh Educational Institute, Agra (2018-2021) Cgpa- 7.63
- Intermediate in Commerce from DEI PV Girls Inter College, Agra (2016-18) Cgpa- 8.33
- High School from DEI PV Girls Inter College, Agra (2014-16) Cgpa- 7.83

### **Internships**

- HR Intern with Suvidha Foundation- JAN 2023-PRESENT
- HR Trainee- Ifortis Worldwide- May 2022-July 2022

### **College Projects**

Dissertation- 'Non-Interest Income of Public and Private Sector Banks' (May 2022-Dec 2022)

Dissertation — 'Non-Performing Assets of Public and Private Sector Banks' (July 2020- May 2021)

Industrial Visit — Dawar Footwear Industry, Agra (Prepared Presentation on Purchase process of the Industry)

### **Skills**

MS Office- Word, Excel, Powerpoint.

Human Resource Functions

Team Management

Communication Skills

Leadership

Digital Marketing (Basics)

Tally (Basics)

Knowledge of following HR Roles-

- Recruitment Process- Screening, Shortlisting of Resume, Interviewing and Selecting, Onboarding
- Development of Human Resources through training procedures.
- Writing Job Descriptions, posting jobs on Portals like LinkedIn, Naukri, Apna, Indeed Jobs
- Awareness of Labour Laws, PF, ESIC norms and Calculation of Salary on the basis of company's norms.
- Basic Knowledge of HRMS

- Applicant's Tracking and maintaining data on Google Sheets

### **Courses and Certifications**

Computer Education- From 'SRC, Dayalbagh'

Fundamentals of Digital Marketing- From 'Google Digital Garage'

Basic to Advance Excel -From 'Elearnmarket' (Ongoing)

### **Languages**

Hindi, English

I strongly declare that the statements mentioned above in my resume are true and correct to the best of my knowledge and belief.

Laxmi Kumari