

VISHAKHA

MBA (HR AND FINANCE)

CONTACT

Vill-Jangumpur, ITI road,
Hyderabad gate,
Sushuwanhi, Varanasi-UP 221011

91+ 9121431793

yvishakha568@gmail.com

SKILLS

Communication skills
Interpersonal skills
Team work
Database management
Adaptability

CERTIFICATES

Certificate Course in "Event
Management"

Certificate course in "conflict
and negotiation management"

PROJECT

Project report on company
"Sri Vijaya Visakha Milk
Producers Company
Ltd, Visakhapatnam"

LANGUAGE

ENGLISH
HINDI

CAREER OBJECTIVE

To seek a responsible career opportunity to fully use my training and skills, while making a major contribution to the welfare and growth of the organisation.

EXPERIENCE

GUJARAT STATE FERTILIZERS AND CHEMICAL LTD, VADODARA – INTERN

April 2017-May 2017

- 1 month Internship in HR Department of GSFC, Gujarat on the topic "Performance Appraisal System"
- Create and manage employees data
- Assist HR manager in analysing employees performance

PIE INFOCOMM (WORK FROM HOME) – INTERN

June 2020-July 2020

- 1 month Internship Project on the topic "Recruitment Process" in Pie Infocomm.
- Create job descriptions and offer letters

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

IMRT Business School, Lucknow, UP

Affiliated to DR.APJ ABDUL KALAM UNIVERSITY

Major: Human Resource

Minor: Finance

2019-2021

BACHELOR OF BUSINESS ADMINISTRATION

ST. Joseph's College for Women, Visakhapatnam, AP

Affiliated to ANDHRA UNIVERSITY

2015-18

HIGHER SECONDARY CERTIFICATE(XII)

Kendriya Vidyalaya, Coimbatore, TN

2015

SECONDARY SCHOOL CERTIFICATE(X)

Kendriya Vidyalaya, Coimbatore, TN

2013