



SHRUTI SINHA

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PROFESSIONAL SUMMARY

Dynamic and result-oriented MBA graduate with a specialization in Human Resource and Marketing. Proven ability to analyze complex business challenges, develop innovative strategies, and drive projects to successful completion. Excellent communication and interpersonal skills with a passion for continuous learning and professional growth. Eager to leverage academic foundation and practical experience to contribute effectively to a dynamic organization.

KEY COMPETENCIES

Human Resource Management | People Management | Risk Management | Performance Management | Workforce Analysis | Product Management | Marketing Management

INTERPERSONAL SKILLS

Teamwork | Focused | Team Coordination | Problem solving | Management

EDUCATION

Master in Business Administration | Chandigarh University, Gharuan
Session: 2022-2024 / Score: 6.64 CGPA

Bachelors in Arts (ENGLISH) | BSSM College, Dhanbad
Session: 2018-2021 / Score: 6.76 CGPA

Intermediate (JAC) | BSSM College, Dhanbad
Session: 2017-2018 / Percentage: 50.2%

Matriculation (CBSE) | DAV Public School, Dhanbad
Session: 2014-2015 / Percentage: 62%

INTERNSHIPS & PROJECTS

Satya Microcapital LTD. [Human Resource]

Talent Acquisition and Learning & Development process of Organization.

Completed talent acquisition and management for internal and external placements.

- Monitored industry trends in intern compensation packages, allowing our organization to remain competitive.
- Facilitated successful onboarding experiences for new hires through thorough orientation sessions and resource allocation.
- Implemented creative recruiting tactics such as social media outreach and targeted email campaigns, expanding reach among potential applicants.

CERTIFICATIONS & AWARDS

Certificate for Strategic Management for Competitive Advantage.

Certificate for Production and Operation Management.

Certificate for National Art Camp Cum Workshop.

Certificate for National Youth Art Camp.

EXTRA CURRICULAR & CO-CURRICULAR ACHIEVEMENTS

- Oil Painting
- Acrylic painting
- Pencil shade or sketching
- Core Member in HOPE

INTERESTS & HOBBIES

Sketching | Painting | Listening Song | DIY | Helping People | Crafting

PERSONAL DETAILS

D.O.B.: 17th September 1999

Languages Known: Hindi/ English

