

AVNI JHAJHARIA

PROFILE

As an enthusiastic and driven HR fresher, I possess excellent communication and interpersonal skills, attention to detail, and the ability to work well under pressure. I am highly organized, adaptable and with my passion for people and strong work ethic, I am eager to kick-start my career in HR and contribute to the success of your organization.

LANGUAGES

- English
- Hindi

SKILLS

- MS Office
- Teamwork
- Power BI
- Sucess Factor
- Management

CERTIFICATIONS

- Certification in Strategic Human Applied Analytics from IIM Rohtak (April 2023- July 2023)
- Certificate in Recruiting, Hiring and Onboarding Employees from University of Minnesota.
- Certificate in Building Interactive Dashboard from SkillNation.

HOBBIES

- Painting
- Dancing
- Travelling

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11, Kamini School Lane, Salkia, Howrah, West Bengal

EDUCATION

Symbiosis Institute of Business Management, Nagpur
2021-2023

Master's in Business Administration

MBA in Human Resource with CGPA of 7.6

Quantum School of Management, Roorkee
2016-2019

Bachelor's in Business Administration

Graduated in Finance Specialization with 74.52%

WORK EXPERIENCE

Deloitte Shared Services India LLP
June 2023 - Present

Human Resource Intern

- Handling the Recruitment on various profiles.
- Understanding the process of the recruitment in the company.
- Maintaining all the records and data in SucessFactor(SF).
- Sourcing candidates on various profiles such as SAP SAC, SAP GR, SAP BPC, SAP PaPM, JAVA Developer, DOTNET Developer, Python Developer.

SMC Global Securities Limited
April 2022- June 2022

Human Resource Intern

- Understood the Recruitment, Selection, Onboarding and Training and Development process of the company.
- Engaged with many candidates and conducted the interviews and onboarding process of the candidates.
- Learned about the company's MIS System named "MITR".

POSITION OF RESPONSIBILITY

CORE TEAM MEMBER

Quantum School of Management

As a Key Personnel of the Cultural Group, I have been a contributor in organizing multiple cultural events such as Annual fest, Conferences, Inter-college competitions.

EVENT COORDINATOR

Quantum School of Management

Organized variety of events such as the College Annual Fest, inter college events. Requiring strong interpersonal and persuasive skills in effectively promoting such events on a large scale.