



ALLA SAI NAMRATA

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CONTACT

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EDUCATION

2021-2023

Institute of Public Enterprise
PGDM

2018-2021

St. Francis College for Women
Bachelor of Management
Studies(BMS)

SKILLS

- Communication
- Active Listening
- Team Work
- Proactivity
- Adaptability
- Problem-Solving
- Analytical Thinking
- Critical HR projects and improvement initiatives
- Recruitment and Selection
- Cross-cultural management
- Client management
- Training and Development studies
- HR Metrics and Reporting
- HR Automation
- Cross-Functional Engagement

INTERNSHIP

January-June, 2023

Graduate Management Trainee: Product and Business Analyst - HR Associate

Goldstone Technologies Ltd (GTL). It is a Specialist Full-Stack BI, Data Analytics, and IT Services Consulting Firm.

- Leveraged LinkedIn and Naukri for efficient recruitment, organized employee engagement activities, managed HR data, and conducted HR analytics and reporting.
- Developed cultural statements, and created comprehensive Goal Sheets for all employees during the 4th Quarter that contributed to the seamless execution of performance management. Conducted training sessions, formulated the new HR Employee Handbook for the year 2023.
- I supported the enhancement of the organization's HR Automation with Keka Technologies, an HRIS software, and implemented improvements on Time and Attendance, etc.
- Apart from being trained as an HR, I actively engaged in the Research and Data Analysis processes to help curate a Fleet Management Platform by GTL for one of the EV market leaders- Quantron AG, a Motor Vehicle Manufacturing firm in Germany.
- Defined project goals, conducted market research, monitored KPIs and ensured product development aligned with requirements. Managed project milestones, and validated product concepts ensuring that the project deliverables meet the required quality standards.
- Gathered, analyzed, and documented business requirements, facilitated stakeholder collaboration, conducted feasibility studies, performed data analysis, and provided recommendations to optimize business processes and support system implementation.

July-August, 2022

Training Consultant- Internship

National Institute for Micro, Small and Medium Enterprises
(An Organisation of the Ministry of MSME, Govt. of India)

- Worked as a Training consultant in the School of Entrepreneurship and Extension.
- Jointly facilitated a training program, Workshop on AI and IoT applications in agriculture along with generating revenue.

EXTRA CURRICULAR

- Assistant Commerce representative in BBA first year, Jyothi Nivas.
- Vice President of Ryan International School in Class 12.
- Received a copy of "My Life in Full: Work, Family, and Our Future" by Indra Nooyi as a prize for winning an essay writing competition during my PGDM studies at IPE College in Hyderabad.

- Jointly facilitated a '*Handbook of a Compendium of Cooperative Schemes across Central Ministries*' along with the National Cooperative Union of India which includes a compilation of schemes offered by 20 Ministries for the benefit and growth of the MSME sector.
- Jointly facilitated an International Conference on Empowering Women by mainstreaming self-help groups for sustainability.
- Co-published two articles, one for the release of, Souvenir by Odisha Assembly of Small and Medium Enterprises(OASME) on the '*Government's role in providing MSME Credit and Employment Generation.*' Another for ICT Academy a magazine of Tamil Nadu on '*Conscious Corporate Leadership.*'
- Jointly facilitated a seminar about India and Financing for International candidates who came from 17 countries across the globe- Tanzania, Ghana, Bangladesh, Sudan, Belarus, etc during my internship.