GAURANGI SHADIJA

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EDUCATIONAL QUALIFICATIONS

High School, *Humanities with Mathematics*, Apeejay International School, Gr. Noida.
Percentage: 92% in Class 12th and 92% in Class 10th (CBSE)
BA. (VOC) Human Resource Management, College of Vocational Studies, University of Delhi |2021-2024
CGPA: 1st Year- 7.05 | 2nd Year (till Sem III)- 7.91

ACHIEVEMENTS AND CERTIFICATIONS

- **Academic Excellence Award**, 2020-2021
- **Apeejay Dr Stya Paul Award for Human Values**, 2020-2021
- **Advanced MS Excel**, Internshala
- **Workforce Analytics for HR**, Udemy

LANGUAGE PROFICIENCY

- Beginner 1 (B1) level, **Korean Language**, **KCCI India, Embassy of the Republic of Korea, (Cultural Department)**

POSITIONS OF RESPONSIBILITY

Operations Head, INSPIRIX- Human Resource Development Cell, College of Vocational Studies | June 2022-Present
- Organized the annual event, attended by **70%** students of the college.
- Coordinated with heads of all departments to ensure the smooth functioning of the organization.

Design &Technology Head, MANAS- Mental Health Advocacy Cell, CVS | July 2022- May 2023
Member, HR, and Social Media Department, TEDx CVS, August 2022- Feb 2023
- Maintained database of the members of the organisation, maintained attendance records.
- Strategized content for Social Media sites such as Quora, LinkedIn, etc.
- Executed email-marketing and other prospecting campaigns that amplified the reach of the TEDx event.
- Focused on **Performance Management.**

Member, Organizing Committee, Annual College Fest (TATVA)
Project Lead, Campaign- Voice it out.
- Led a Mental Health Campaign, aimed to strengthen Mental wellbeing among students of Delhi University.

PROJECTS AND PUBLICATIONS

- Research Study on **"Dynamics of the GINI Index as a reflection of the Problem of Income Inequality"**
  - Grabbed **1st Position** at The Economic Summit 2022, College of Vocational Studies, DU.
- Research Study on **"Gender Inequalities in the Workplace"** | Semester III

VOLUNTEER AND COMMUNITY INVOLVEMENT

Vishalakshi Foundation, Nov 2022- Jan 2023
- Restarted the operations of the organization in Noida, India.
- Recruited a team of 10 members, for profiles such as Marketing Manager, Operations Manager, Human Resources Manager, etc, **conducted applicant pre-screening and interviews, aided with background checks.**
- Created **Onboarding plans** and **facilitated induction** to make new members familiarize with the company policies and procedures.
- Created **Employee engagement plans** based on evaluation of employee performance.

Aftercare Outreach Program, Udayan Care, May 2022- June 2022

- Created Resumes of children at the NGO and helped the organization with logistics.
- Created **job readiness programs** as part of the **Advocacy, Research and Training Department.**
- Assisted in the development, upgrading of current **HRIS system.**

8th June, 2023

Dear ASSOCHAM Hiring Team

With utmost enthusiasm, I would like to express my interest in your Internship Program. As an analytical and results driven worker, I know my versatile skills and qualifications will make me a great asset for the Internship.

As seen on my resume, I have gained hands-on experience in the field of HR and I can bring the following characteristics to the table:
- Boosting Employee engagement: I continuously aim for improving employee engagement by focusing on regular extensive training, relationship building, and hands-on support in order to take good care of employees and attract and retain top talent.

- Data Analysis and HR Metrics: I have a basic understanding of HR metrics and data analysis. This includes analysing HR data to identify trends, make informed decisions, and measure the effectiveness of HR initiatives. Apart from this I've experience in the recruitment sector as well.

Thank you for your time and consideration. I would like to bring both my technical and team building skills to help advance your growing team.

Sincerely
Gaurangi Shadija