



kritika Sharma

An ambitious mba student with the knowledge of management. Actively searching for a stage to develop and enhance my educational skills. Aiming to secure an entry level position to gain practical knowledge. Insightful Human Resources Coordinator assists HR team with staffing, record-keeping, employee benefits and other HR-related duties. Plans and organizes work to achieve goals and targeted results with minimal supervision. Continually develops knowledge and gains subject matter expertise in assigned HR discipline related to work activities and projects assigned.



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SKILLS

Good Listening skills

Ability to adapt

Ability to Learn Quickly

Good Interpersonal skills

Ability to Work in a Team

Microsoft Word

Microsoft Powerpoint

LANGUAGES

English
Professional Working Proficiency

Hindi
Native or Bilingual Proficiency

INTERESTS

Acting

Dancing

Reading

Travelling

EDUCATION

MBA

PERIYAR MANAGEMENT AND COMPUTER COLLEGE

08/2020 - Present

Courses

- Pursuing two-years full-time programmed in master of Business Administration from Periyar Management And Computer (PMCC), New Delhi (Affiliated to Guru Gobind Singh Indraprastha University) Batch 2020-2022.

BBA

NEW DELHI INSTITUTE OF MANAGEMENT

08/2017 - 08/2020

Courses

- Completed three-years full-time programmed in Bachelor of Business Administration from New Delhi Institute Of Management (NDIM), New Delhi (Affiliated To Guru Gobind Singh Indraprastha University) Batch 2017-2020.

INTERNSHIPS

HR INTERN

BIO-TECH MEDICARE PVT LTD.

05/2019 - 06/2019

Role:

- Did recruitment and selection process.
- Maintaining HR functions like schedule interviews, meetings, HR events and Administration task.
- Examine the recruitment process.
- Assisted with recruitment process by posting job ads, filtering applications, scheduling interviews, assisting in interview process and drafting offer letters.
- Counseled managers and employees regarding company policies, procedures and workplace issues.
- Networked with local community colleges to leverage resources.
- Captured key feedback from employees during exit interviews.
- Supported human resource staff with new hire orientations and monthly departmental meetings.

PROJECTS

Recruitment And Selection (05/2019 - 06/2019)

- Examine the recruitment process and select the best manpower for the organisation.
- The source they use for recruitment was external source as well as internet.
- Also practiced the new recruitment approaches.
- I made a questionnaire of 16 questions about the recruitment and selection process of company.

Customer Satisfaction Towards Mother Diary Booth (04/2020 - 05/2020)

- The study refers customer satisfaction towards the price, quality and consumer perception. To have a knowledge of brand and strategies. To understand the behaviour of bulk buying and to understand the problem of milk distribution channels and retailers.
- Most of the people use Mother Diary products like dairy products, ice creams, dhara, safal And as they have their satisfaction level and perception about products.
- I made a questionnaire of 14 questions with a sample size of 100 peoples.