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## OBJECTIVE

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To acquire position in a recognized organization that would allow me to utilize my skills and knowledge in different areas for gaining practical experience and to enhance my self-effectiveness. After coming from Dentistry background, I would like to impart my people and interpersonal management skills to comfortably and pleasantly deal with variety of people.

## CORE SKILLS

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- HR Management – HRM knowledge, Policies. Labor laws, People Management, Customer Orientation, Administrative expertise, Proactivity in advising and coaching.
- Business Functions – Data Analysis, Basic Finance, Business Acumen, Orchestration
- Sales and Marketing- Product and Pricing
- IT Operations
- Tech Savy – Internet browsing, MS Office 365, Collaboration tools – Teams, Google Meetings.
- Good Communication skills along with Interpersonal negotiation and ability to make decisions.
- Empathetic skills.
- Flexible mind to work with different departments.
- Prefer any challenging job in new areas.
- Handles responsibilities with ease.
- Hard working and sincere.
- Ability to efficiently learn and acquire new knowledge and skills.

## RELEVANT EXPERIENCE

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### **HR Recruiter at Vitanna Ltd      Dates: 18/01/2021 – 26/02/2021**

- Hands on experience in Ceipal Software (Applicant tracking)
- End to end recruitment cycle for US - Hiring and Selection process

### **Digital Marketing Internship at Verzeo Ltd      Dates: 1/5/2020 – 31/8/2020**

In this internship we covered the basics of Digital Marketing and also had some hands-on experience on live case study in market.

- Created Business Page with all details under Ad manger.
- Also run the ad with demo graphics, budgeting, scheduled, ad sets and at various locations.
- Linked to instagram page for promotion and branding posting some events.
- Created an account in mail chimp and cleared the viva from organization instructor.

### **CSR Internship at Akaaro Consulting Limited      Dates: 1/5/2020 – 31/8/2020**

As a part of this internship I have performed corporate social responsibility activities of providing jobs to domestic worker in this present COVID pandemic situation. Creation of form template with the content. The image was posted on all our social media accounts like Facebook, Instagram Whatsapp, Linkedin, Twitter etc. In order to propagate to larger group, I have used several hashtags like #domestichelpworkers, #stayhomestaysafe and #supportsmb etc.

I have also prepared the Job Description for Recruitment & Selection of candidates conducted interview session and helped in creating HR Team building.

The selection of the candidates along with their name and phone numbers has been prepared by conducting the interviews based on a particular Job Description.

- Recruitment and Selection Processes involved in an industry
- Conducting Interview Session for the sorted candidates
- Importance of Team building

On completion of this HR project has helped me to gain practical experience in the recruitment process of an industry. How the entire process works starting from creating the job description as per the skill set required for the vacancy then sorting out the right candidate and conducting the interview process to find the suitable match for the right fit. Finally the comprehensive report building stating the number of candidates selected along with their details like name and phone number.

### **Summer HR Internship at 3HD Media**

**Dates: 1/5/2020 – 31/8/2020**

Below are some of the topics which has been covered as learning and practical implementation during the period.

- HR Introduction
- Data Analysis
- Product Design
- Competency Metrics, Plan
- Manpower Planning and Job Analysis
- Competency Based Recruitment and Selection
- Build up your Vocabulary in Job search
- HR Branding Strategies based on HR functions
- Managing Employee Retention
- Compensation and Re-enumeration

### **Dental Sciences HR Intern - Department of Health and Family welfare, Government of Karnataka**

Selected on all india basis as the volunteer to work as Dental Science HR intern to deal with the Covid cases.

### **Winter Internship (7 days) at ITC Ltd, Pune Dates: 20/01/2020 – 26/01/2020**

A study on marketing and promotion management on FMCG products in ITC Ltd.

- It helps us to understand the effect of promotional strategy undertaken by ITC on their consumer durable products which is responsible for attracting customers towards increase of sales in Big Bazar. This study is helpful to the management to improve the present promotional strategy so that more and more customers may opt for availability of quality products and sales.
- My practical work started with placing me at retail giant Big Bazar Store, Kothrud where I have learned basic things about consumer durable goods and how it is offered to customers initially with officials from ITC team. I had to go daily from morning 9:45 am to evening 8:00 pm. Where I have to deal with the customer and promote on several products like Savlon hand wash, Fiama soap, Dark Fantasy and daily use deodorants like Engage. I have succeeded to convince the customers about importance of using ITC branded products for daily usage and able to meet my daily targets.

### **Summer Internship (5 days) @Bajaj Finserv Date:13/8/2019 – 18/8/2019**

A study on changing customer experience from cash to finance.

- I have analyzed major financial areas of Bajaj with its peer group and observed their trend with respect to the Industry trend which helped me to gain better insight of market condition of these companies.
- All major schemes and policies was explained which can be provided to the customers.
- My practical work started with placing me at CROMA Store, Phoenix mall, where I have learned basic things about consumer durable goods and how it is offered to customers initially with officials from Baja team. I had to go daily from morning 11:00 am to evening 8:00 pm. Where I have to deal with the customer and tell them about 0% finance plan, benefits of EMI card, cashback policies which is available easily on almost all brands of consumer durable goods.
- Time to Time I have asked the customers for their suggestions and feedback to improve this service in better way. This process helped me to understand customer behavior and a way to

approach them. As customers are of different types with different attitude, so overall this experience was good for me.

**Fellowship in Dental Laser and Oral Implantology Date: Mar 30<sup>th</sup>2018- Feb 4<sup>th</sup>2019  
Dr. Himanshu Ajwani | Dr. Sana Farista |Dr. Pushkar Waknis , Glamdent Pune**

- Hands-on experience of comprehensive treatments on patients with laser and Oral Implantology.
- Customer Satisfaction level was maintained.

**Practical Experience |Clinical Residency Date: Mar 25<sup>th</sup>2018- May 10<sup>th</sup> 2018  
IDA Certification – Dr. APJ Abdul Kalam Education & Research Centre**

- Hands-on experience of comprehensive treatments on patients.
- Live the experience of running a state-of-art dental clinic.
- Handling advanced equipment ( endomotors, apex locators,luxators, Rotary file systems).
- Latest dental materials in dentistry ( A- silicone, resin cements, nanohybrid composites).
- Hands on patient in Endodontics, Prosthodontics and Oral Surgery.
- Lecture session and hands on Periodontics.
- Soft tissue management with lasers.

**Practical Experience |Assistant Dentist Date: Feb 5<sup>th</sup>2018-Mar 15<sup>th</sup> 2018  
Dr. Swastik Chowdhury | Swastik Dental Clinic, Kalyan**

- Successfully helped the dentist in inducing fillings and repairs in the tooth, undertaking root canal surgeries, applying crowns (caps), bridges and implants, teeth whitening as well as extractions (surgical removal) of cavities/milky /disfigured/wisdom teeth.

**Observer Date: Dec 15<sup>th</sup>2017-Jan 15<sup>th</sup> 2018  
Dr. PratibhaJadhav(MDS) | Rajiv Gandhi Medical College Mumbai**

- Set up examination room and dental trays in preparation for examinations and procedures.
- Observing various dental procedures performed by Doctor everyday.
- Documenting case history
- Interacting with patients gaining valuable experience
- Perform office duties.

**Practical Experience |Assistant Dentist Date: Feb 9<sup>th</sup>2017-Apr 9<sup>th</sup> 2017  
Dr. Sunil | Kalyan Clinic**

- Successfully helped the dentist in performing four handed dentistry and other chair side duties.
- Gave complete oral care to the patients. This included giving preventive treatments like fluoride application, pit and fissure sealants to treatments like scaling and oral prophylaxis, cavity preparation and restoration, root canal therapy, crowns and tooth extractions.
- Also took and developed intraoral radiographs.
- Completed complex surgical extractions of partially and fully impacted teeth that required a surgical handpiece for sectioning of teeth.

**Practical Experience | Internship Date: Jan 9<sup>th</sup>2016-Jan 9<sup>th</sup> 2017  
Awadh Dental College Jamshedpur**

- Provide high-quality dental care to patients and leadership and direction to supportstaff.
- Create dental treatment plans and coordinate oral health care during patient consultations
- Perform dental care on at least 10 patients a day during internship period.
- Consistently ensured the functioning and sterilization of equipment being used.
- Repaired decayed and broken teeth through restoration techniques, extracted teeth and restored edentulous areas
- Performed pulpotomy, pulpectomy, and root canal treatment, prescribe antibiotics.

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**Seminars, Conferences and Volunteer Experience:**

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**Volunteer | Oral Health****Date: Aug-2016**

- Educate patients regarding preventive dental care plaque control causes and treatment of dental problems and oral healthcare services.
- Examine teeth and gum with appropriate dental instruments x-rays and other diagnostic equipment.
- Raise awareness to both the lack of access of oral care and its importance to one's overall health and quality of life.

**Volunteer | Dental Outreach and Community Services****Date: Oct-2016**

- Provide examinations, x-rays, extractions, cleaning and basic restorations to rural areas without coverage.

**Seminars | Digital Marketing, London School of Business****Date: Jun-2020**

- Concepts of Digital Marketing
- Real world scenarios and usage

**Seminars | ICT, Dr Pramod Pawar****Date: May-2020**

- Application of digital ICT tools as handy in Covid situation for learning domain.

**Seminars | Entrepreneurship Development, Dr Rajita Dutta****Date: Jun-2020**

- Entrepreneurship concepts and applications

**Seminars | Data Analytics with IBM SPSS****Date: Jan-2020**

- Definition of SPSS and the core functions of SPSS (Modeling, Analysis, Visualization)
- Different types of data and sources
- Methods of filtering and cleaning of data
- Applying modeler and statistical models to classify and categorize data.
- IBM SPSS Software hands on

**Seminars | Social Media for Marketing****Date: Feb-2020**

- Creating an audience persona
- Goal Settings and Objectives
- Budgeting/Resourcing/Team Building
- Research and Social Media Tools
- Producing content and Tracking analytics

**Seminars | Data Driven HR****Date: Mar-2020**

- Understanding of People Analytics
- Identifying the tools
- How to generate a company wide data driven culture
- Necessity of undergoing training in basic people analytics
- Various sources of data relevant to HR
- Strategizing the perfect tool for analysis

**Conferences | Indian Dental Association**

- Have participated and won in many State and National level conferences in poster and paper presentations while pursuing BDS.

**Educational Profile:**

Degree and Date	Institute/University	Major and Specialization
MBA HR (4 <sup>th</sup> Sem)	IMED, Pune	9.10 &10 (Pursuing)
Bachelor of Dental Surgery (B.D.S.) Dec-2017	Awadh Dental College & Hospital, Jamshedpur	Passed in <b>1<sup>st</sup> Class</b> Distinction (72.81%)

**Memberships:**

<b>Dental Council of India</b>	Member
<b>Maharashtra Dental Council of India</b>	Licensed Dentist in state of Maharashtra ( <b>Regn No: A-35134</b> )
<b>Indian Dental Association</b>	Membership ID: <b>348465</b>

**Certifications:**

- Entrepreneurship in Emerging Economies - edX
- Certificate on Covid-19 Awareness and Management - Medvarsity Online Ltd
- Certificate on Business Ethics - ProProfs
- Test on Demystifying Equity and Derivatives - The Money Roller
- Career Edge - Knockdown the Lockdown - TCS iON LifeLong Learning
- Quiz on Insolvency and Bankruptcy Code - MyGov India – QuizID 23545364

**Accolades:**

- Active Member of College Placement Cell and responsible for arranging business summits, events etc.
- Certificate in completion of Diploma in Bharat Natyam
- Came in Top 5 in the department of MBA consisting of 160 students.
- Got selected in Top 3 – General Category as Clinical Assistant ship program in St. George Hospital Mumbai.
- Ranked among top 5 students in college.
- Attended Surgical Training at MGM Hospital, Jamshedpur.
- Topped in Marathi Vernacular language in school final exam.

**Languages:**

- English - Full professional proficiency
- Hindi - Full professional proficiency
- Bengali - Native or bilingual proficiency
- Marathi - Bilingual proficiency
- German - Elementary proficiency

**Personal Details:**

**Date of Birth:** 9<sup>th</sup> November 1992. **Nationality:** Indian. **Sex:** Female.  
**Address:** C6,102, Bhagirathi Building, Lokgram, Kalyan East, Mumbai – 421306.  
**Other Activities:** Participated in many intercollege and interstate dance competitions and won many prizes.  
**Interests:** Result-oriented dedicated management professional, looking for a challenging career.

**Place:****Date:**