

Alka Pandey

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Career Objective:

Seeking to work in an organization of repute where there is an ample amount of learning and opportunities to grow my career in a best way and can enhance my existing learning which will help me to work in a competitive and challenging environment .

Educational Qualifications:

Year	Degree/Qualification	University/Board/School, City	Percentage/CGP A
2016-18	PGDM-HR& Marketing	JIMS, Kalkaji	79%
2012-15	B.sc (life science)	Deshbhandhu College (University of Delhi)	First Division 68%
2011-12	12 th	I.G.J hr secondary school (Pasighat , Arunachal Pradesh)	63.25%
2010-1 1	10 th	I.G.J hr secondary school (Pasighat , Arunachal Pradesh)	6.0 CGPA

Work experience:

(Dec2018-sept2019)	Company: Skets studio pvt ltd
	Works as a HR trainee in recruitment department job responsibilities-Screening CV, sourcing of candidates through job portals,cold calling, posting jobs, mass mailing.
Mentorship project (JAN- MARCH 2018)	Company: GENPACT
	Project:-"Impact of social media marketing tools on today business" Learning/Achievement :- Benefits of using social media marketing tools they are very

effective in terms of targeting audience and how to use that the marketing tools on social media platforms .

Scholastic Achievements

- Took part in many events in college.
- Got 10% scholarship for securing more than 500marks in MAT.
- Got 3rd position in blog writing at college.
- Got distinction in MBA.
- Participated in MOCK STOCK organized by college.
- College topper in subjects like strategic HRM, cross cultural management, buisness marketing & corporate law.

● Additional skills :

- MS Office
- SPSS
- MS excel
- MS power point
- Prowess
- Good presentation skills
- Currently working as subject matter expert of buisness management in Chegg India (Part time)

Personal Details:

Date of Birth : 22-01-1995

Nationality : Indian

Marital Status : Single

Languages known : English , Hindi , french

Permanent Address : H.no-172 left side 1st floor Chattarpur Near yes bank, Newdelhi-110074

