

**ADITI SHARMA**

DOB: 11/12/1995

Email: [aditisharma101111@gmail.com](mailto:aditisharma101111@gmail.com)

M: +91-8126360076, 8265934698

Add: 30, Basant Vihar,  
Kamla Nagar,  
Agra**EDUCATION**

DEGREE	INSTITUTE	%	YEAR
M.B.A	DayalBagh Educational Institute, Agra	81.7% (Upto 2 <sup>nd</sup> Sem)	2018-2020
B.VOC (Food Processing & Preservation)	DayalBagh Educational Institute, Agra	92.9%	2017
XII	St. Conrad's Inter College, Agra	70.00% (I.S.C.)	2013
X	St. George's College, Unit-2, Agra	82.86% (I.C.S.E)	2011

**INTERNSHIPS**

ORGANIZATION	ROLE	YEAR
SRF, Gurugram (HR)	<ul style="list-style-type: none"><li>Assisted in executing Employee Engagement Activity</li><li>Preparation of Assessment of Training and Development</li><li>Maintaining Employees personnel files</li><li>Updating Employees profiles on HRMS</li><li>Recruitment of Safety &amp; Process Design profiles</li><li>Managing day to day HR activities</li></ul>	15 <sup>th</sup> July- Present
WhiteSwan Consulting Group(WCG), Noida (HR & CSR )	<ul style="list-style-type: none"><li>Assisted in meetings with Director CSR for new projects with NTPC, Legrand.</li><li>Background research for NTPC and NHPC</li><li>Scheduling Interviews for recruitment of new Business Development Interns</li><li>Mass mailing and maintaining database</li><li>Cold calling and Lead generation for hospital partner in Telemedicine project</li><li>Social media posters on POSH.</li></ul>	3 <sup>rd</sup> June-12 <sup>th</sup> July 2019
Devyani Food Industries Limited, Kosi Kalan, Uttar Pradesh	<ul style="list-style-type: none"><li>Served in Quality Analysis department</li></ul>	22 <sup>nd</sup> May- 5 <sup>th</sup> July 2017
Britannia Industries Limited, Rudrapur, Uttarakhand	<ul style="list-style-type: none"><li>Project leader in Quality Analysis of Raw Material</li><li>Prepared &amp; Implemented Project Plan of Quality Assessment</li></ul>	23 <sup>rd</sup> May - 6 <sup>th</sup> July 2016

**PROJECTS**

NAME OF PROJECT	LEARNING	FINDINGS	YEAR
<b>Human Resources</b> A study on Levels of Employee Engagement in the Hotel Industry (Oberoi Group, Agra)	Importance of Employee Engagement and their levels	Oberoi group employees were found to be fairly engaged.	2019
<b>Industrial Analysis</b> Industry analysis of Packaging Industry	Explored various packaging industry trends at Macro and Micro level by Porter's Five Forces Model and SWOT Analysis	Analyzed that increasing health Consciousness habits pose an opportunity to the packaging industry	2018

<b>Marketing</b> Project on RTE Mix	Advertised, manufactured and sold RTE mix	Working households are the main buyers of RTE's	2017
<b>Entrepreneurship</b> Start-up Canteen in DEI	Initiated, Planned and successfully implemented Start-up Canteen in DEI under Entrepreneurship model	Successful in catering to students	2015

## COURSES

## ORGANIZATION

Human Resources Management Course

eLearning College

Advance MS Excel  
Digital Marketing  
Six Sigma Green Belt  
Soft Skills

D.E.I & MCEI  
Internshala  
M.S.M.E  
D.E.I

## PROFESSIONAL SKILLS/ IT SKILLS

- Proficient in MS-Office
- Soft skills - Good Interpersonal skills, Stoical, Team Leadership, Time management

## STRENGTHS-

- Open to feedback
- Adamant
- Dedicated

## POSITIONS OF RESPONSIBILITY

ROLE	RESPONSIBILITY	YEAR
Key member for Venue Management In MILAN Alumni Meet	To foresee and manage the necessary arrangements of Venue	2019
Team leader for Organizing games	Actively organized games for Dayalbagh Primary School	2017
Key Member of the Hospitality team	Supervised arrangements for Guests in DEI	2014-17
Volunteer in Youth Parliament	Collaborated with organizing team in Youth Parliament in DEI	2015
Class Representative (B.VOC)	Responsible for grievance redressal of students	2014-16

## ACHIEVEMENTS / PARTICIPATIONS

	YEAR
• Highly appreciated for leading & presenting a Marketing plan in D.E.I	2018
• Secured Third rank in overall Graduation B.VOC programme	2017
• Secured Silver medal in Group Dancing at St. Conrad's Inter College, Agra	2014
• Secured 3rd position at Intra-Faculty Level in English Essay Competition organized by DEI	2014
• Secured Silver medal in D-Star Dancing Academy presenting City of TAJ	2011

## OTHER INTERESTS

Listening to music, Travelling , Dancing, Home Decor, Reading fiction

Father's Name: Mr. Prem Dutt Sharma