**KAVERI SACHDEVA E-Mail: kaverisachdeva20@gmail.com Mobile: 8860668654**

# **EDUCATIONAL QUALIFICATIONS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course** | **Year of Passing** | **Specialization/ Stream** | **Name of Board/University** | **Name of the Institute/College** | **Percentage** |
| Post Graduation | 2020 | PGDM  Major: Human Resources Minor: Marketing | AICTE | Jagan Institute of Management Studies | 75.21% |
| Graduation Degree | 2018 | BCom Hons | University Of Delhi | Maitreyi College | 75.20% |
| XII | 2015 | Commerce | CBSE | DPS RK Puram | 95% |
| X | 2013 | - | CBSE | DPS RK Puram | 91.2 |

**SUMMER INTERNSHIP**:

1. Done my internship at **MYOPERATOR** in the project “ **Employee Onboarding & Engagement** “ for 2 months from 1st May, 2019 - 2nd July, 2019.

Responsibilities :

* Handled end to end onboarding for employees
* SOP Creation for employee onboarding process
* Conducted internal documentation audit
* Conduct Fun@Work, Health Camps, Cultural Events
* Understood basis of compensation computation

1. Done my summer internship at **ICICI Prudential Life Insurance Co. Ltd** in the project **“Recruitment & Selection”** for 1 month from 26th June, 2018 - 26th July, 2018.

Responsibilities :

* Screening of resumes
* To shadow and take interviews and thus shortlisting the candidates to the HR
* Coordination for campus drives

# **LIVE PROJECT**:

|  |  |  |
| --- | --- | --- |
| **Organization** | **Duration** | **Project Title** |
| A.C Nielsen | 16 Days  (26th November 2018 - 11th December 2018) | Intern Trainee - Media Team |

# **OTHER PROJECT:**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Duration** | **Project Title** |
| Khwaab Welfare Trust | 3 Months  July to September | Skill Development and Livelihood Model |

**SPECIAL ACHIEVEMENTS**:

* Won 1st Prize in the SSO Photography Competition for the NGO Khwaab at Jims Rohini
* Member of CRMC – The Placement Cell of JIMS Rohini.
* President of the Indian Music Society of Maitreyi College for the year 2017-18
* Member Of Excelsior – The Commerce Society of Maitreyi College for the year 2017-18
* Won many prizes in the field of Hindustani Music at the Inter-College and Inter-School level.

**SPECIAL SKILLS/OTHER QUALIFICATIONS**:

* Tableau using Excel

PERSONAL DETAILS

Name Ms. Kaveri Sachdeva

Date of Birth 20 January 1997

Marital Status Unmarried

Languages Proficiency English, French(Basic), Hindi, Punjabi