**Sakshi Jaiswal**

**Mob # +919044163634**

**Email:** [**jaiswal.sakshi15@gmail.com**](jaiswal.sakshi15%40gmail.com)

**Summary**

* Has master’s degree in human resource with internship experience in Training and development.
* Has background in Human Resource, Economics and Commerce and hold honors degree in Commerce.
* Leverage proficiency with MS Office, Learning Management system and training tools.
* Has excellent communications and interpersonal skills.

**Technical Skills**

Computer Savvy

LMS (Learning Management System)

Operating Systems – M.S Windows

Application Tools – M.S Office

**Education**

PGDM (HR) 2019

ITM Business School, Kharghar, Navi Mumbai

B.com (HONS) 2017

University of Lucknow

XII (CBSE) 2014

Sunbeam School Lahartara, Varanasi

X (CBSE) 2012

Sunbeam School Bhagwanpur, Varanasi

**Professional Experience**

**DCB Bank LTD. Mumbai Apr 2018 – Aug 2018**

**Training and Development (Intern)**

* Worked on E-Learning App (LUMOS)
* Maintained the Training Records
* Design the Feedback from training program
* Evaluated Training Need Analysis
* Make Postmaster for Induction Topper
* Training Coordination
* Make Dashboard for Training Conducted in a month

**Ngo Project Nov 2018**

**Beautiful Tomorrow foundation**

Worked as an intern in Satish Haware Divyang Centre for special kids.

**ITM Business School 2017 - 2019**

Positions of Responsibility

* Participated in game changer competition in maverick 7.0
* Organized Melange and Big Boss Event
* Organized HR synergy
* An active Rotaract Member
* Volunteered in ITM Run for Fun
* Was part of the International Brand Submit
* Participated in Classic Talkies

**Extra-Curricular Activities/Other Interests**

• Badminton, Painting, Traveling, Dancing