

SANYA AHUJA

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EDUCATIONAL QUALIFICATION

Year	Institution	Examination	Marks obtained
Jan 2019	All India Management Association (AIMA)	PGDM (Weekend Batches- Pursuing)	-
May 2018	Dyal Singh College (E), Delhi University	B.A. (Human Resource Management.)	6.985 CGPA
2015	The Frank Anthony Public School	XII (ISC Board)	80%
2013	The Frank Anthony Public School	X (ICSE Board)	80%

WORK EXPERIENCE

IndiHire Consultants Pvt. Ltd.

HR Trainee (6 months) January -June 2019

- Recruitment and sourcing for profiles ranging from executive till managerial roles.
- Understanding profile requirement and job posting.
- Searching potential candidates from diverse sources: Naukri, LinkedIn, referrals.
- Screening resume and preliminary evaluation of profile via telephonic discussion.
- Responsible for scheduling interview and lining up
- Interviewing executive profiles
- Coordinating smooth conduction of technical levels and further rounds of interviews
- Negotiating and finalizing date of joining/salary details.
- Post follow ups.
- Collecting documents and coordinating the joining formalities.
- Documentation and file maintenance of each employee
- Maintaining weekly/monthly report.

Globibo India

HR Intern and Project coordinator (6 months) June-December 2018

- Project Management- handling international projects
- Understanding requirements of project
- Sourcing relevant partners, preliminary screening and interviewing the partners.
- Scheduling meeting with partner.
- Negotiating and finalizing the rates
- Maintaining material designing and updating changes.
- Creating invoice and cross checking their data for payment.
- Follow up with partners till the completion of the project.
- Attaining feedbacks for improvements from partners as well as clients.

ZR Management Pvt. Ltd.- COHO.

Digital Marketing Intern (2 months) April to June 2018

- Social media promotion
- Campus promotion of services and events of the company.

Paperboat beverages

Marketing intern (1 year 3 months) Dec 2016-March2018

- Did primary research & product evaluation.
- Providing average sales report of the product and analyzing the report on feedback of consumers
- Sharing valuable feedback for changes required in the product.
- Providing the demand and sales evaluation of the specific area
- Contributed to 12.5% rise in sales of the company.

Grocnow (online grocery startup)

HR & Marketing Intern (June- July 2016)

- Led a team of 60 interns by allocation them work and ensuring its fulfillment.
- Evaluating the performance and providing a report at the end for overall performance of interns. Providing certification at the completion of internship.

POSITIONS OF RESPONSIBILITY

- **Times of India 'Edutainment Show ' -** Volunteering Member
- **Public Relations Head, 2017-18** of Art and Culture Association at Dyal Singh College (E).
- **Public Relations Head** of Phulkari, the folk dance society of Dyal Singh College (E)
- **Hospitality Manager** at Rajnigandha'17, annual fest of Dyal Singh College (E).
- **Core Team Member at Meraki '17**, a youth festival held in collaboration with Ministry of Social Justice & Empowerment.

EXTRA-CURRICULARS ACTIVITIES

- Volunteered for NGO, **UMEED** Taught 40 children from the slum areas of Laxmi Nagar and surveyed their households for basic necessities.
- Participated in various **FOLK DANCE COMPETITIONS** at Delhi University and other colleges in NCR, as a member of Phulkari, the folk dance society of DSEC.
- Participated in folk dance Competition **at IIT Roorkee** .Bagged 2nd position at the same.
- Participated in a two day **INTERNATIONAL SEMINAR on ` Linguistic and Culture Relationship between Urdu & Punjabi**
- CO-ORDINATOR of **Rajnigandha (2016-18) the annual fest of DSEC.**
- Participated in annual **Triangular Sports Meet'14, The Frank Anthony Public School**, held in Bangalore.
- EXECUTIVE MEMBER of 'ECOS' 2014, the economics event at Extravaganza, the **annual fest of Frank Anthony Public School.**
- Participated in various athletic competitions at Frank Anthony Public School.