CURRICULUM VITAE

SHALINI RAI

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**House no. 261, First floor, Housing board colony, Sector-40, Gurgaon.**

**9-Oct-1996.**

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 **CAREER OBJECTIVE**

 Ambitious to build a career with an organization where team work is required and hard work is appreciated and to be in a position best suited to my knowledge and skills ,and getting opportunities to grow along with organization.

**KEY SKILLS**

* Good communication and leadership skills.
* Internet and commerce management
* Time management skills.
* Quick decision making.
* Good working knowledge of internet.
* Computer literate
* MS OFFICE knowledge (word, excel, Power- point, etc.)

**Language skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **speak** | **Proficiency** |
| English | Yes | Yes | Yes | Proficient |
| Hindi | Yes | Yes | Yes | proficient |

**Academic Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Year** | **Institution**  | **Specialization** | **Percentage** |
| MBA | 2017-19 | MDU (UILMS) | Dual; HR MARKETING  |  84% |
| B.com | 2013-16 | Govt girls college | Commerce | 70% |
| Secondary | 2012-13 | CBSE | Commerce | 82% |
| Elementary | 2010-11 | CBSE | Commerce | 78% |

**EXPERIENCE**

I had worked with TATA CONSULTANCY SERVICES for about six months in this time period I worked in two projects one is SHORE MORTGAGE (USA) and other one is ABN AMRO (NETHERLAND).

**Responsibilities:**

* Worked as finance associate for six months.
* Handling of verification documents of US residents.
* Dealing with clients and satisfying the necessities required by the ABN AMRO bank.
* Handling the accounts of the Customers and giving the porper Feedback possible.

**SUMMER INTERNSHIP**

Got an opportunity to work with HR department of **Delhi, land and fiancé private limited (DLF)** as an intern.

**Responsibilities:**

* Recruitment of Professionals from Job portals like Naukri, Shine, Monster, Linkedln etc.
* Onboarding of the employees starting from Induction, orientation to the verification of documents.
* Assisting the seniors in day to day work.
* Grievances handling of employees with best efficiency possible.
* Exit interview process.

**HOBBIES**

* SPORTS:
	+ Athletics: Races, Shot-put throw, Javelin throw.
	+ Badminton and Football
* Travelling, Drama, knowing about different culture and languages.

**ACHIVEMENTS**

* Sports captain
* Interschool badminton champion
* Participation in mathematics Olympiad
* Participation in state level kho- kho championship.
* Participation in Annual college fest.