

AMISHA RAJPUT

Call: 9870792208

mail: amisha.rajput2k17@gmail.com |

<https://www.linkedin.com/in/amisha-rajput-4517a7149>

Address: B-213, Palam Extension, Sector-7 Dwarka, New Delhi

An HR aspirant with determination to pursue career in Human Resource Development and Personnel Management. Presently seeking opportunity to utilize my skills and enhance learning in the field of work.

EDUCATION

- **Post Graduate Diploma in Management**
Apeejay School of Management (ASM), New Delhi
2018-2020, CGPA: 8.06
- **Bachelor of Business Administration**
Vidya Knowledge Park, Meerut
2015 – 2018, Aggregate: 78%
- **Higher Secondary School Certificate**
Meerut Public School for Girls
2014 – 2015, Scored: 83%
- **Secondary School Certificate**
Meerut Public School for Girls
2012-2013, Scored: 84%

INTERNSHIPS

- **Forever New Apparels Pvt Ltd**
Human Resource and Operations Intern
Tenure: April 2019-June 2019
 - Designed online employee database management process aligned with HRMS.
 - Prepared Joining formalities assistance docket for employees.
 - Handled ESIC Compliance.
 - Assisted in employee engagement activities.
 - Completed Employee Personal Files including pre-joining, post joining and exit formalities.
 - Experience in drafting official letters and handling mail communication to employees.
 - Interviewed Fashion Consultants on call.
- **The Sparks Foundation**
Human Resources (Virtual Intern)
Tenure: February 2019-March 2019
 - Understanding recruitment and employer branding on social media.
 - Prepared report on suggesting free job posting platforms.

PROJECTS UNDERTAKEN

- **Compensation and Benefits:**
Conducted market research to understand Compensation and Benefits structure for employees working in Apparels Industry.
- **Performance Management System:**
Interviewed outlet manager at Decathlon Store to gain insights about their Performance Management System.
- **Networking Representative at Shiksha.com:**
Using social media networks to connect with alumni of colleges/universities in India and persuade to write feedback about their college on platform.
- **HR Dashboards:**
Created dashboards using employee data to analyze their overtime and supplementary earnings.
- **IKEA Analysis on Geert Hofstede Model:**
Conducted a study to analyze IKEA, Sweden work culture on six dimensions of Geert Hofstede model.
- **Entrepreneurship Venture Presentation:**
Designed and presented business model of an on-demand online florist business.

EXTRA-CURRICULAR ACTIVITIES

- External outreach student coordinator for cultural event at Annual College fest- Synergy.
- Coordinator and event facilitator at HR Club of ASM for the session 2018-2019.
- Volunteered at the 4th National HR Conference organized at ASM on 10th May 2019.
- Volunteered at the 10th National Conference (NACCMAR – 2019) organized at ASM on March 1, 2019.
- Volunteered at Synergy- the Annual College Fest at ASM.
- HR Club and Cultural team member at Vidya Knowledge Park.

CERTIFICATES AND COURSES

- **Entrepreneurship Development Program workshop certificate**
National Entrepreneurship Development Centre, October 2018
- **KSA (Knowledge, Skills and Attitude) 5 ratings certificate**
Shiksha.com, July 2018
- **Excellent Networking Skills certificate**
Shiksha.com, July 2018

ACCOMPLISHMENTS

- Received 2 lacs scholarship under IDFC First Bank PAN India MBA Scholarship Program.
- Second prize in Gender Equality Presentation organized at Apeejay School of Management.
- Second prize in extempore competition organized at Apeejay School of Management.
- 1st Rank holder in Academics for BBA Batch (2015-2018) at Vidya Knowledge Park.

RESEARCH PROJECTS

- **HR Research Paper:** Study on Employee Database Management in Apparels Industry.
- **Service Operations Research Paper:** Study on micro-mobility and E-Rickshaw Industry (ongoing).

SKILLS AND COMPETENCIES

- Effective Documentation
 - MS Office
 - Dashboards
 - Networking
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