

GUNJAN YADAV

HR & Marketing



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CAREER OBJECTIVE

"Experienced HR professional committed to fostering a positive workplace culture and optimizing employee engagement. Seeking to apply my expertise in talent acquisition, performance management, and employee relations to contribute effectively to an organization's success. Dedicated to promoting a collaborative environment that nurtures both individual and company growth."

PROFESSIONAL QUALIFICATION

COURSE	BOARD/ UNIVERSITY	PERCENTAGE /CGPA	YEAR OF PASSING
MBA (HR & Marketing)	Invertis University,Bareilly	70	2024

EDUCATIONAL QUALIFICATION

- **BBA** from ACE Institute of management, Budaun in 2022.
- **12th** from R.K Public School, ujhani,budaun(CBSE Board) in 2019.
- **10th** from R.K Public School, ujhani,budaun(CBSE Board) in 2017.

SUMMER INTERNSHIP TRAINING

At QUESS CORP LIMITED. Project done on the topic **"A Project Report on Learning the Onboarding process and Hiring Process at Quess corp limited"**

PROJECTS UNDERTAKEN

Project on the essentials of the hiring and onboarding process of Quess corp Ltd.

The report focuses on onboarding and hiring candidates addressing compliance with skills in communication, time management, problem-solving, and teamwork. Ultimately, it provided insights into the critical HR role in creating a positive workplace and attracting top talent.

Project on learning the payroll management under Quess corp Ltd.

The project revolves around payroll management and its comprehensive understanding as an intern along with attention to details boosting practical experience.

SIGNIFICANT ACCOMPLISHMENT

- Active participation in **Brand Associate Summit** at Invertis University.
- Active participation in **HR Summit** at Invertis University.
- Active participation in **Waste to wealth project organize by Ques Corp Ltd and Blue planet company(singapore)**.
- Participation in Finance summit at Invertis University.

SOFTWARE SKILLS

- MS Office.
- MS Excel.
- MS PowerPoint.

STRENGTHS

- Highly confident and innovative in the area of expertise.
- Leadership quality, always try to learn new things .
- Determined to learn with practical approach.
- Good communication skills and managing skills.

FIELDS OF INTEREST

- Employee Relation.
- Talent Acquisition and Recruitment.
- Communicate with new people.
- Employee Engagement.

LINGUISTIC PROFICIENCY

- English
- Hindi

PERSONAL INFORMATION

Nationality	Indian
Date of Birth	06-05-2002
Gender	Female
Marital Status	Single
Permanent Address	Sahaswan budaun ,243638
Hobbies	Internet Surfing, playing chess, Scrolling LinkedIn,

Date: Sunday, December 31, 2023

Place: Bareilly

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