

Udita Sharma

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CAREER OBJECTIVE:

MBA professional with a strong passion for HR and finance. Exceptional presentation skills, keen attention to detail, and a solid foundation in HR compliance and financial analysis. Seeking opportunities to contribute to organizational success.

HARD SKILLS:

Finance
Marketing
Recruitment
Human Resource
Analytical Skills
Compliance Management
Microsoft PowerPoint, Office, Excel

SOFT SKILLS:

Negotiation Skills
Leadership Skills
Interpersonal Skills
Organizational Skills
Communication Skills
Problem – Solving Skills

ACADEMIC QUALIFICATION:

Kanpur Institute of Technology, Kanpur	MBA (HR & Finance)	2022-2024	7.62 SGPA
Dayanand Anglo Vedic College, Kanpur	B.A (History & Economics)	2019-2022	65%
Kendriya Vidyalaya Sangthan, Cantt, Kanpur	Intermediate (PCB)	2018	73%
Kendriya Vidyalaya Sangthan, Cantt, Kanpur	Highschool	2016	9.4 CGPA

EXPERIENCE:

RSPL Group | Human Resource Intern July 2023 – Sept 2023

- Led recruitment processes, including candidate sourcing, interviews, and selection.
- Assisted in onboarding for seamless integration of new employees.
- Analyzed HR data and prepared insightful reports for management.
- Contributed to performance appraisal systems and continuous improvement initiatives.
- Ensured compliance with labor laws and company policies through audits.

ACHIEVEMENTS:

- Regional level basketball player. (U-16 Girls) | KVS Lucknow Region.
- Gold Medallist | Inter School Debate Competition | KVS Lucknow Region.
- House Captain | Led a group of more than 50 people and guided them in various competitions.
- School Captain | Kendriya Vidyalaya Kanpur Cantt.

CERTIFICATIONS:

- [Google Analytics](#) | Udemy
- Digital Marketing | Kanpur Institute of Technology
- [Marketing Analytics](#) | Udemy
- [Human Resource Analytics](#) | University of California, Irvine

LANGUAGES:

- English (Proficiency)
- Hindi (Native)