

CURRICULUM VITAE

Human Resources Professional

Motivated and detail-oriented Human Resource Management student seeking an associate opportunity to gain hands-on experience and contribute to HR functions, including recruitment, employee relations, and HR administration.



AKANKSHA KARAHANA

CONTACT

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PERSONAL DETAILS

- Marital Status : Unmarried
- Languages : English, Hindi
- Blood Group : B+ve
- DOB : 9 Mar 2000

SKILLS

- Communication
- Quick learner
- Empathy
- Leadership
- Teamwork
- Confidentiality
- Problem-Solving

HOBBIES

- Dancing.
- Listening music.
- Watching movies.
- Singing.

INTERNSHIPS

- *Grand Mercure Gandhinagar Gift City in Human Resources department*
(23rd May 2022-16th Jan 2023)
- *Novotel Ahmedabad in four core operational departments*
(2nd Jul 2018 - 31st Oct 2018)

ROLES & RESPONSIBILITIES

Grand Mercure Gandhinagar Gift City as human resource intern

Recruitment and Staffing:

- Assisting with job postings on various job boards and company websites.
- Screening resumes and applications.
- Scheduling and coordinating interviews.
- Conducting initial candidate screenings.

Onboarding:

- Helping to prepare onboarding materials for new hires.
- Assisting with orientation sessions.
- Ensuring new employees complete necessary paperwork.

Employee Relations:

- Helping to plan and organize employee engagement activities and events.
- Assisting in conflict resolution and maintaining employee records.
- Supporting HR investigations and documentation related to employee relations issues.

Training and Development:

- Coordinating training sessions and workshops.
- Tracking employee training progress and maintaining training records.
- Assisting with the development of training materials.

Administrative Support :

- Providing general administrative support to the HR team such as scheduling meetings, preparing presentations, managing correspondence, and other office tasks.
- Maintaining and updating employee records and HR database.
- Handled incoming phone calls and resolve queries if any.
- Maintained office supplies inventory and placed orders as needed.

Project Support:

- Assisting with special HR projects, such as employee surveys or diversity and inclusion initiatives.

COMPUTER PROFICIENCY

- Excel
- Power point
- Microsoft word
- outlook
- Microsoft teams
- zoom
- canva

EDUCATION

QUALIFICATION	SCHOOL / INSTITUTE	YEAR OF PASSING	GRADE
M.Sc. HOSPITALITY AND HOTEL ADMINISTRATION.	IHM, AHMEDABAD	2021-2023	Result awaited.
B.Sc. HOSPITALITY AND HOTEL ADMINISTRATION.	IHM, AHMEDABAD	2017-2020	75%
XII (COMMERCE) (CBSE)	KENDRIYA VIDYALAYA NO.3 GANDHINAGAR CANTT	2016-2017	56%
X (CBSE)	KENDRIYA VIDYALAYA NO.3 GANDHINAGAR CANTT	2014-2015	78%

PROJECTS

MSC IN HOSPITALITY ADMINISTRATION 2021- 2023

- "An analytical study on work-life balance among women employees and their productivity with special reference to the Grand Mercure Hotel, Gandhinagar."

BSC IN HOSPITALITY ADMINISTRATION 2017 - 2020

- "A study on industrial training component of students of IHM Ahmedabad with respect to facilities offered, remuneration and other benefits (2018-19) (2019-20)"

LEADERSHIP

CCA Captain, Kendriya Vidyalaya no 03, Gandhinagar Cantt

- Represented the CCA in school meetings and events, advocating for member interests.
- Led a team of 15 members as CCA Captain in organizing weekly competitions.
- Facilitated team meetings to plan and evaluate initiatives, ensuring alignment with CCA goals.

School Vice Captain, Kendriya Vidyalaya no 03, Gandhinagar Cantt

- Assisted the school captain in leading student body meetings and representing student interests.
- Collaborated with the student council and administration to plan and execute successful school events such as annual sports day and cultural festivals.
- Facilitated open communication between students, faculty, and administration, ensuring effective dialogue and transparency.

CERTIFICATION

Online Certificate course in Stress Management relaxation

- Issuing Organization: Mindluster
- Date of Certification: 03 June 2024
- Key Skills Acquired: Acquired techniques in stress assessment, relaxation strategies, and effective communication to mitigate workplace stressors.

Online Certificate course in Soft skills

- Issuing Organization: Mindluster
- Date of Certification: 03 June 2022
- Key Skills Acquired: Developed proficiency in interpreting facial expressions, gestures, and posture.

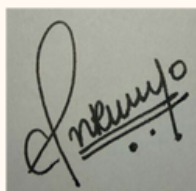
Online Certificate course in Body Language

- Issuing Organization: Mindluster
- Date of Certification: 04 June 2022
- Key Skills Acquired: Strengthened communication skills through workshops and practical exercises, improving clarity and effectiveness in team settings.

Certificate research on An analytical study on work-life balance among women employees and their productivity with special reference to the Grand Mercure Hotel, Gandhinagar.

- Issuing Organization: 8th INTERNATIONAL New York Academic Research Congress on Humanities and Social Sciences
- Date of Certification: 25 June 2023
- Key Skills Acquired: Explored strategies to enhance work-life balance for women employees, leading to increased productivity and job satisfaction. Flexible work arrangements and supportive policies on employee retention and engagement.

I HEREBY DECLARE THE ABOVE INFORMATION GIVEN BY ME IS TRUE.



AKANKSHA KARAHANA.

Date: