



RIYA PUKHRAJ JAIN

Contact Information

DOB: 10th February 2000 / 23 YEARS
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Permanent Address:

A/1501 Shiv Shrushti Link Road
Kandivali West Pincode 400067

Career Objective

To work in challenging professional environment utilizing my skills, knowledge, and analytical abilities for career growth and success of my organization.

Managerial Skills:

- Time Management
- Drive for Targets
- Cognitive Flexibility

Technical Competencies & Certificates:

- Certification course in Basic and Advance Tally
- Practical knowledge of Tally ERP-9, Power Point, MS office Excel and Word

Favorite course in your specialization

- Competency Based HRM and PM
- HR Planning and Audit

Languages Known:

- English
- Hindi
- Gujarati and
- Marathi

Interests and Hobbies:

- Reading books
- Traveling
- Meditation

Academics

Course	Institute & University	Year of Passing	CGPA/ Percentage
<u>MMS (HR)</u>	<u>University of Mumbai</u>	<u>2024</u>	<u>Pursuing</u>
<u>Graduation</u>	<u>DALMIA LIONS COLLEGE, MUMBAI</u>	<u>2022</u>	<u>CGPA – 8.33</u>
<u>H.S.C</u>	<u>Maharashtra State Board</u>	<u>2019</u>	<u>71%</u>
<u>S.S.C</u>	<u>Maharashtra State Board</u>	<u>2017</u>	<u>81%</u>

Corporate Exposure

Summer Internship

Duration: 02 Months

PRISHTI CONSULTANCY SERVICES

Project Title:

- Hiring and Retaining talent for the organization at the right cost.
- Gathering of potential prospects from a variety of web sources.(Naukari, Monster, Shine, Work India, Times job)
- Determined the success of the recruiting plan and its implementation by doing routine follow-up with managers and clients.

Projects & Assignments

- Conducted research on the topic of “Banking and Insurance”.
- Worked on a Team Assignment to present a case study on “Trichy Police” to understand that 86% of lower-level police staff were trained and given a better understanding of community policing to improve the effectiveness.
- Individual presentation for the book titled “Deep Work” by Cal Newport

Co-Curricular Activities

- Participated actively in Institute’s Social Responsibility in maintenance of beautification (Inner Wheel Forest Kandivali East 2022)
- Class Representative for my degree college for the year 2021
- Played and won certificates in badminton for inter school competition (2019)