

**Shreya Sharma**  
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**Shreya9444@gmail.com**  
**Masters in Business Administration**



An MBA graduate aiming to work at the intersection of Human Resources and Strategic Communication. An Honors student in Literature & Psychology with a record of academic and extracurricular success. Proficient at working across levels of management and hold award-winning communication and leadership skills.

## Highlights

- Responding proactively to new opportunities and challenges
- Hands on experience in content writing spanning across multi-disciplines
- A strong team player who can also work alone with minimum supervision
- Headed various national and international events at intra and inter-college levels
- Initiated projects on Employee relations and Skill mapping competencies
- Served as the Vice- President for Literary-Debating Guild as a part of the Student council
- Excellent at Corporate Communication

## Work experience/internship/workshop

- **Cairn (Oil & Gas) Vedanta Ltd., Gurgaon, 2018 (June-July)**
  - ✓ Designed and formulated a tracker for Early Warning Signals as a preventive measure of employee attrition
  - ✓ Conducted a Leader's Connect Program through conferences and town halls
  - ✓ Identified current skill inventory and assess skill gaps in various functions necessary to achieve excellent performance and fill in the current skill gaps in specific SBUs
  - ✓ Studied the Individual Development Action Plan as a part of Training & Development of employees
- **Quarkme.com**
  - ✓ Content writer on talent stories and events across India
  - ✓ Augmenting a paradigm shift in the teaching and learning methods employed through development action plans
- **MattsenKumar LLC, Jaipur, 2019 (July-present)**
  - ✓ Worked as a senior content writer to understand the customer needs globally across various markets
  - ✓ Currently working as a proof- reader (Performance auditing team) at Alpha

## Strengths

- An avid writer and reader
- An effective communicator
- Hold a strong eye for detail
- Possess creativity and clarity of thoughts

## Interest Areas/Hobbies

Travelling, editorial writing, photography, compering & debating, social work

## Educational Qualification

Degree	Name of Institution / Board	Year	% Marks
M.B.A	Amity University Rajasthan	2017-Present	8.67 CGPA
B.A (Hons.)	The IIS University, Jaipur	2014-2017	73%
10+2	Indian School Muscat, Oman	2012	78%
10	Indian School Muscat, Oman	2010	9.4 CGPA

## Achievements/ /Publications

- **Gold Medalist** for securing the first position in MBA- Human Resources (2017-2019)
- A panel member as the Student representative (University Level) for the 13<sup>th</sup> Internal Quality Assurance Cell (IQAC) held in March 2019
- Master of Ceremony at Industry Connect Seminar on the *'Intersection of Export Marketing, Trade Finance & e-Way Bill'*
- Successfully completed the Military Training Camp in September 2018
- Member of the University Core Team for various Foreign Exchange Programs
- Undertaken 15 days project at **INDIAN FOUNDATION CHARITABLE TRUST** aiding psychological well-being of women and children from remote areas
- Attended trainings under professional experts of Dale Carnegie at Cairn Oil & Gas

## Awards/ Certificates

- Awarded for the 'Best Summer Internship Project' (MBA- Human Resources)
- Certificate on International conference on *'Psychology, Health and Medicine'* in the month of February 2018
- Awarded for academic excellence for the year 2016-17
- Bagged the award for the much coveted **'COMPERE OF THE YEAR'** for various National and International conferences and events
- Vice- President (Literary Debating Society) – 2015-17
- Part of the Core Student Group at the **ROTARACT YOUTH EXCHANGE PROGRAM, INDIA** in January 2017

## **Personal Information**

- Parent's Name: Mr. Navratan Sharma
- Permanent Address: 145- A, Scheme 8, Gandhi Nagar, Alwar, Rajasthan-301001
- Date of Birth: 4th April,1994
- Language Proficiency: English & Hindi

## **References on demand**