

Divya

Contact : xxxxxxxxxxxx

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Seeking entry level assignments in Human Resource Management with an organization of high repute

PROFESSIONAL SYNOPSIS

- ⊕ A budding professional with **3 months** of industrial exposure in handling activities with focus on bottom-line performance as well as optimal utilization of resources.
- ⊕ Conversant with the execution of day to day HR related activities in coordination with internal / external departments for smooth business operations.
- ⊕ Well versed with various standards pertaining to Employee Welfare Statutes / Regulations, Appraisal Methods, Payrolls, Compensation, etc.
- ⊕ Abilities identifying training needs across levels through mapping of skills required for particular positions and analysis of the existing level of competencies.
- ⊕ An effective communicator with excellent analytical / logical skills and an ability to relate to people at any level of the business to accomplish set revenue and business targets.

ORGANISATIONAL EXPOSURE

HDFC Bank Ltd., Renukoot

Since Nov'11

Corporate Salary Executive

Key Deliverables

- ⊕ Promoting banking products
- ⊕ Creating and retaining corporate relations.

Highlights

- ⊕ **New markets developed / Size of Channel managed / Product promotions organized:**
 - Market area includes: HINDALCO INDUSTRIES LIMITED, HI-TECH CARBON, ADITYA BIRLA CHEMICALS, UPPCL.
- ⊕ **Awards/appreciations received:**
 - Keeps receiving appreciation from Branch Head on ability to handle customer relationship with corporates.

RESEARCH REPORTS

MBA (2009 - 2011)

Global Convergence of Accounting Standard with Special Reference to Indian Corporate: IFRS

BBA (2006 - 2009)

Customer Preferences towards Motorbikes in Varanasi

SUMMER INTERNSHIP

During MBA (2009-2011)

Qualitative Analysis of Key Result Areas and Goal Setting

- ⊕ Organization : Hindalco Industries Limited, Renukoot.
- ⊕ Duration : 6 to 8 weeks in 2010.

During BBA (2006-2009)

Satisfaction Level of Internal Users Of Services

- ⊕ Organization : Hindalco Industries Limited, Renukoot.
- ⊕ Duration : 6 to 8 weeks in 2008.

ACADEMIC HIGHLIGHTS

- ⊕ Participated in 7th AIMA: National Student Management Quiz during 2011.
- ⊕ Adjudged as winner of:
 - Third prize in Young Business Manager Award in 2010 at United College of Engineering & Research, Allahabad.
 - First prize in "Inter College Power Point Presentation Competition in Human Resource Management in 2010 at United Institute Of Technology, Allahabad.
- ⊕ Participated & was adjudged as winner of prize in the Inter Collegiate Business Quiz during 2010 at United College Of Engineering & Management, Allahabad.
- ⊕ Attended National Conference on Financial Regulations & Corporate Governance during 2010 in United Institute Of Management, Allahabad.

ACADEMICS

- ⊕ Master of Business Administration from United College of Engineering & Research, Allahabad, UP Technical University, Lucknow, 2011.
- ⊕ Bachelor of Business Administration from School of Management Sciences, Varanasi, VBS Purvanchal University, Jaunpur, 2009.

IT SKILLS

- ⊕ Well versed with Windows, MS Office (Word, Excel), Oracle 9i & Internet Applications.

PERSONAL DETAILS

- ⊕ Address : 20 Hindalco Colony, Renukoot, Sonbhadra, Renukoot, 231217, Uttar Pradesh.
- ⊕ Date of Birth : January 31, 1987