



RAMA SHREE

CAREER OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

Get in touch!

Mobile:

+91-7037765569

Email:

ramajhaofficial@gmail.com

Address:

Gurugram, Haryana

SKILLS

English Proficiency (Written)

Advanced

English Proficiency (Spoken)

Intermediate

MS-Word

Advanced

MS-PowerPoint

Advanced

MS-Excel

Intermediate

Good communication and presentation skills

Advanced

Good knowledge of computers

Advanced

Problem solving skills

Advanced

Team leadership

Advanced

Vendor Management

Advanced

Vendor Negotiation

Advanced

EDUCATION

BBA

Swami Vivekanand Subharti University

2019 - 2022

Senior Secondary (XII), PCM

Sinha Model High School, Patna

(CBSE board)

Year of completion: 2019

Secondary (X)

RPS Girls Public School, Patna

(CBSE board)

Year of completion: 2016

TRAININGS

VAC on Soft Skills and Personality Development

Swami Vivekanand Subharti University

Dec 2020 - Jan 2021

INTERNSHIP

HR Internship

SPI Publications

Dec 2021 - March 2022

- Updating the internal databases with new employee information like contact details and employment forms
- Gathering payroll data like working hours, leaves and bank accounts
- Screening resumes and application forms

PR Internship

99Degree Education

July 2021 - Sep 2021

- Fully supporting company's PR strategy and executing it in different phases
- Creating and curating engaging content
- Communicating and building relationships with current or prospect clients

EXPERIENCE

HR Executive **SPI Publications**

Apr 2022 - March 2023

- Taking induction and updating the internal databases with new employee informations like contact details and employment forms.
 - Sourcing, screening and shortlisting resumes through various job portals or else internal reference, head hunting.
 - Gathering payroll data like working hours, leaves and bank accounts.
 - Preparing job descriptions, offer letters, welcome letter for new joinees.
 - Planning and executing training programs for each department.
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