**Shweta XXX**

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| Mobile: +91-98\*\*\*\*\*\*\*\* | E-mail: [shweta\*\*\*@gmail.com](mailto:shweta***@gmail.com) |

**Career Profile**

* MBA - HR with A% marks from university 1
* Active member of Society for human resource management – an online forum for HR professionals
* 8 weeks summer training at Company 1 on Compensation and Benefits.
* Strong communication and interpersonal skills.
* Team player with an ability to grasp new things quickly.
* Strong knowledge of Factory Act and Company Act.

**Educational Qualifications**

* MBA – HR from university 1 with A% marks
* BSc – from university 2 with B% marks
* 12th class from X board with C% marks

**Summer Training**

* 8 weeks of summer training at Company 1 in the HR department
* Studying the compensation and benefit policies of the company and implementing them for a set of employees from Site 1.
* Calculating the benefits each employee of the site will get after X years and documenting them.
* Comparing the benefit plans of Company 1 with those of top 5 companies in the industry and reporting them.

**Other projects**

* Oragnized a 7 days conclave for HR professionals at City 1.
* Worked with Company 2 on a 7 days project to gather the data it required from an area for research.
* Worked with Company 3 on a 30 days project promoting its portal for HR professionals.

**Achievements**

* Winner of regional level paper presentation competition on “Subject A”
* College topper during both the years of MBA course.

**Computer knowledge**

* Proficient with MS Office and using internet for research & official communication.

**Achievements**

* Offered “Best employee of the month” for replying to maximum number of support tickets within a stipulated time.

**Personal Details**

* **DOB:**18th May, 19XX
* **Languages known:** English, Hindi, Tamil
* **Address:**  XYZ