



## PROFILE

A highly organized and efficient individual whose thorough and precise approach is to enhance educational and professional skills in a stable and dynamic workplace.

## EDUCATION

- **MBA**  
GLA University Mathura
- **Bachelor of Commerce**  
St. John's College, Agra 2018-2021 68.2%
- **Intermediate**  
Holi Public School, Agra  
CBSE Board (2018) 84.8%
- **Highschool**  
Premier International School, Agra  
CBSE Board (2016) 81.8%

## INTERNSHIP

### ALLIED ESSENCE MANPOWER PVT LTD | June 2023 - August 2023

- Demonstrating skills in conducting effective telephonic interviews, shortlisting qualified candidates, and ensuring seamless documentation processes.
- As a HR Intern, shortlisting candidates for Jubilant Food Works (Domino's Pizza Inc & Popoyes) for the South Region.

### Motion Academy | May-July 2022 |

- Worked with the Business Development team to convert leads (15-20 daily leads)
- Counseled more than 1000+ parents about the program with around 35% conversion

### Niswaarth | August 2022 |

- Onboarded new volunteers and drafted offer letters.
- Collaborated with various teams for weekly performance reports and reviewing them with the concerned team.

## EXTRA CURRICULAR ACTIVITIES

- Active member of Finance Club
- Volunteering in Robin Hood Army
- Secured 1st place in HR Quiz organized by HR Club
- **Campus Ambassador - Teachnook**  
Engaged students on campus to grow awareness of Teachnook courses through posters, announcements in class and provide referral discounts.
- **National and State Adventure Camps**  
Assisted the team across various activities to compete against teams from other states
- **Participated in National Service Scheme**
- **Bharat Scouts and Guides**

## DECLARATION

Declared that above mentioned information is true.



## VANSHIKA GUPTA

## CONTACT

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## CORE COMPETENCIES

### Domain Skill

- Human Resource Management

### Personal skill

- Adaptability
- Leadership
- Team Work
- Strong Work Ethic
- MS Office
- Canva

## PERSONAL DETAILS

- Father Name - Mr. Pawan Kumar
- DOB - 27/09/2000
- Alternate Contact No. -9557364741

vanshika