|  |
| --- |
| Supriya Malhotra_288_HR.JPG |



**Supriya Malhotra**

**Mobile No: - 9953237897**

**Email: -supriyamalhotra176@gmail.com**

**Correspondence address**: - 3255 Second Floor, Mahindra Park, Rani Bagh,

Delhi-110034

|  |
| --- |
| **CAREER OBJECTIVE** |

To work in an organisation which provides opportunity for self development, where an individual can achieve personnel as well as organisational goals.

|  |
| --- |
| **EDUCATION / ACADEMICS** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational Qualification** | **University/College/School** | **Year** | **Percentage** |
| PGDM | New Delhi Institute Of Management | 2013-15 | 65 |
| BBA | Delhi College Of Advanced Studies (GGSIP University) | 2010-13 | 85 |
| Higher Secondary | Crescent Public School, Pitampura | 2010 | 74 |
| Secondary | Crescent Public School, Pitampura | 2008 | 80 |

|  |
| --- |
| **INTERNSHIP** |

**Firm Name :** Ayurvet Limited

**Project Title :** A study on Performance Management System at Ayurvet Limited

**Duration :** 2 months

**Core responsibilities**

* Filling appraisal form of the field workers based on various parameters.
* Grading the employees according to the marks obtained.
* Verifying the grading in employee appraisal forms with the records.
* Verifying the annual appraisal forms.
* Correcting the appraisal letter of field managers.
* Conducting telephonic interviews for the post of vertinary sales officer.
* Conducting survey in the organizationregarding their satisfaction with PMS.

|  |
| --- |
| **PROJECTS** |

**1. Firm Name :** KPMG

**Duration :** 5 Days

**Core Responsibilities**

* Coordinating with participants and assessors.
* Preparing assessment reports of the participants.

**2**. **Firm Name** : Leuphana University Luneburg

**Duration**  : 1 Month

**Project Title** : Research on Organisational Changes

**Core Responsibilities**

* Getting questionnaires filled by working professionals.
* Filling up the received information in an online database

|  |
| --- |
| **ACHIEVEMENTS / AWARDS/ RECOGNITION** |

* Award winner for securing Second position at Graduation Level.
* Award winner for securing 73% marks by Academy Of Geography Teachers, Delhi (Regd.) .
* Award winner by Avantika International Talent Search Painting Competition, Satish Gujral Certificate.

|  |
| --- |
| **CO-CURRICULAR / EXTRA-CURRICULAR ACTIVITIES** |

* Member of NHRDN
* AttendedNational Seminar on “New Paradigm in Marketing and Strategies for Future.
* Certificate of participation in the Investor Awareness Programme on “Understanding The Capital Market” by Northern India Regional Council of The Institute of Company Secretaries of India.
* Volunteered at NHRDN 2nd National Summit on HR & Social Media.

|  |
| --- |
| **AREA OF SPECIALIZATION** |

Human Resource (Major 1)

Marketing (Major 2)

|  |
| --- |
| **COMPUTER PROFICIENCY** |

* **MS Office :-** ( MS Excel, MS Word, MS Powerpoint ) **Web Programming :-** HTML

|  |
| --- |
| **PERSONAL INFORMATION** |

Date of Birth : 17th June 1992

Gender : Female

Marital Status : Single