



# Shraboni Rakshit

MBA graduate with proficiency in talent acquisition .Ability to negotiate terms effectively with excellent communication skills.I have extensive interest in recruitment.Driven to deliver excellence.



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06 August, 1997



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## SKILLS

Strategic Thinking

SAP Data Analytics

Team Work

Emotional Intelligence

Ms - Excel

Scheduling Interviews

## LANGUAGES

English



Hindi



Bengali



Kannada



## INTERESTS

Travelling

Watching Movies

## EDUCATION

### MBA

Nitte Meenakshi Institute of Technology, Bengaluru

07/2019 - Present

7.45

### BCA

Presidency College , Bengaluru

06/2015 - 07/2018

7.79

### 12th

Loyola School, Taldanga

03/2013 - 03/2015

76%

## WORK EXPERIENCE

### HR INTERN

ITC LIMITED

01/2021 - 03/2021

Achievements/Tasks

- Scheduled Interview for Candidates.
- Make essential entries in SAP.
- Assisted with the recruiting department by verifying references checks, registries, records and other background needs to ensure prompt on boarding.
- Medical Reimbursements.

## CERTIFICATES

KPMG - Virtual Experience Program Participant (08/2020)

Virtual Internship Program on DATA ANALYTICS through Forage.

Data Analytics Using MS Excel (12/2020)

3 days of Skill Development at Nitte Meenakshi Institute of Technology.

UDEMY - SAP MM - Material Management Training (07/2020)

COURSERA - Recruiting, Hiring, and Onboarding Employees (06/2020)

COURSERA: GOOGLE - Operating Systems: Becoming a power user (08/2020)

COURSERA: GOOGLE - The Bits and Bytes of Computer Networking (07/2020)

COURSERA: GOOGLE - Technical Support Fundamentals (07/2020)

## PERSONAL PROJECTS

Impact of Work Environment on Employee Retention

- MBA Project

Organization study on Deloitte

- MBA MINI PROJECT

Puzzle game - Android

- BCA Project