

# Rakshita Gupta

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MBA candidate specializing in Human Resources with hands-on internship experience in recruitment, onboarding, and HR documentation. Skilled in resume screening, job posting, interview coordination, and using MS Excel and Google Workspace. Eager to contribute to HR operations, employee lifecycle management, and organizational development in a full-time role.

## EXPERIENCE

<b>HR internship</b>	<b>May 2023 - Jul 2023</b>
Posted job openings on various job boards (LinkedIn, Naukri, Internshala)	
Screened resumes and shortlisted candidates based on job criteria	
Scheduled and followed up on interviews with candidates and hiring managers	
Assisted with onboarding formalities and maintained employee records	
Supported basic HR operations and maintained Excel-based HRIS records	

## EDUCATION

<b>Vishwa Bharati Public school, Greater Noida</b>	<b>2020 - 2021</b>
<b>Bachelor of arts in Economics   University Of Delhi</b>	<b>2021 - 2023</b>
<b>Master in Business Administration   Lloyd business school</b>	<b>2023 - 2025</b>

## SKILLS

Talent acquisition | Resume screening | HR documentation | MS Excel & Google sheets | Job postings & sourcing | Candidate Engagement

## CERTIFICATIONS & ACHIEVEMENTS

Certified in Presentation and Panel Discussion , Recognized for proactive approach during HR internship , Active participant in HR-focused webinars and events

## ADDITIONAL INFORMATION

Languages: English, Hindi

Availability: Immediate Joiner

Interests: Employee Engagement, HR Operations, Talent Management