



PUJAN SHARMA

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PROFESSIONAL SUMMARY

MBA aspirant with dual specialization in HR and Marketing, skilled in recruitment, onboarding, employee engagement, and basic organizational marketing strategies. Passionate about people management and hands-on promotional activities. Quick learner with a proactive mindset and a commitment to growth, with internship experience in HR and delivering quality results in fast-paced environments.

TECHNICAL COMPETENCIES

- Accounting Tally
- MS Word
- HR Analytics
- MS Excel
- MS Powerpoint

INTERPERSONAL SKILLS

Communication Skills | Decision Making | Leadership Skills | Time Management | Critical Thinking | Presentation Skills

INTERESTS & HOBBIES

Hiking | Cricket | Reading | Travelling

LANGUAGES KNOWN

English | Hindi | Punjabi

PERSONAL DETAILS

Mother's Name: Poonam Sharma

Father's Name: Deepak Sharma

D.O.B – 14/01/2004

EDUCATION

Masters of Business Administration | Chandigarh University | 2024-2026 | Score : 7.32 CGPA

Bachelors of Business Administration | Vallabh Govt. College, Mandi Session: 2021-2024 | Score: 7.47 CGPA

Intermediate (CBSE) | DAV Centenary Public School, Mandi Session: 2020-2021 | Percentage: 76.4%

Matriculation (CBSE) | DAV Centenary Public School, Mandi Session: 2018-2019 | Percentage: 60%

TRAINING & PROJECTS

- HR Employee Engagement Survey Analysis –**
 - Conducted an organizational engagement survey, analyzed employee satisfaction levels, and suggested retention strategies to management.
 - Helps HR identify strengths and areas needing improvement across the organization.

Summer internship project on recruitment and selection at Crompton Electricals Pvt. Ltd.

- Assisted the HR team in understanding and documenting the end-to-end recruitment and selection process.
- Participated in screening candidate applications, helping shortlist profiles based on job requirements.
- Conducted secondary research on industry best practices to compare with Crompton's methods.

ACADEMIC ACHIEVEMENTS

- Got A+ grade in Accounting Tally.
- Got 77th rank in BBA all over Himachal Pradesh

CERTIFICATIONS & AWARDS

- Accounting Tally from NSIC Tally.
- AI, Business and the future of work.
- Successfully completed a course in AI Business & Future Work..
- Successfully Completed a course in Strategic Human Resource Management (SHRM)

EXTRACURRICULAR & CO-CURRICULAR ACHIEVEMENTS

- Visited industries to understand HR and management Function .
- Yellow Belt in Karate.
- Member of event organizing team