**RITIKABAJPAI**

**Phone: 9336730379**

**Email: ritikabajpai231@gmail.com**

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| ***Educational Qualifications:***  |
| **Year** | **Degree/Qualification** | **University/Board/School, City** | **Percentage** |
| 2019-21 | PGDM – HR &Markeitng | IILM Lucknow | Completed  |
| 2014-17  | B.com  | M.G college of Art, Science and Culture | 58% |
| 2012-14 | Intermediate(commerce): U.PBoard | PT. Vishwambharnath ICRL ,Kanpur | 61% |
| 2010-12  | Matriculation: U.P Board  | New Vision intermediate college | 63% |
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| ***Certification Courses & Sessions*** |

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| **IT Recruiter at Intelliswift** | * Working closely with Head HR for the recruitment process
* Took first round of interviews & Screenings
* Used the specific tools like, Ireach, Servetal & Recruiz Job portals
* Onboarding process for selected leads.
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| **IT Skills** **Professional E-Commerce Certification** | * Building next generation websites
* Web application development using PHP
* Querying with MySQL,jquery,Css,html,javascript,etc.
* Working with Drupal Building E-commerce site
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| **Digital marketing & Cloud Computing certification** | * Attending & learned session of Advance Digital Marketing Workshop organized by DigiPath at IILM Lucknow.
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| **Social Media Marketing at LUDIFU** | * I have worked as a brand awareness social media marketer for LUDIFU, by different social media platforms likes insta, FB & google forms.
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| **BDM at TIFFLO** | * I have worked as a business development intern manager marketer for TIFFILO, hiring vendors for company to provide meal services.
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| **HR Gernalist** **Blitz Jobs** **(Employement Consultancy Bangalore.)**  | * Implement system and process improvements, working in close collaboration with the Director of Human Resources and CEO
* Administer all staffing initiatives and employee relations such as identifying understaffing, handling conflicts, and coordinating staff termination decisions
* Created a structured participant, co-leader, leader, and champion training program.
* Managed and executed a labor optimization project, boosting employee productivity and cutting overtime by
* Duration for 6 Months (August to December 2020)
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| **Marketing & sales intern at IFORTIS Corporation** | * Marketing & Sales intern for 1 month
* Working under head level corporates to execute the Event(Arambh) during pandemic
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| **Social media** **blogger at Dhandha Business Blogger** | * Worked as a blogger for social media platform (Insta, FB & Twitter)
* Also providing to the team as per websites requirement
* Duration for 2 weeks
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| **PR Research at Arbitrium Group**  | * Quality & Quantity research of Topnotch public speaker’s
* Tieup between **Arbitrium** & Topnotch speakers for event.
* Duration for 1 month
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| *Co-Curricular/Extra Curricular Activities:* |

* Participated in the COVID-19 quiz 2020 at St Joseph’s College Irinjalakuda Kerla
* Participated in the traning of PPE kit from DIKSHA App.
* Certified for Google analytics for beginner.s
* Participated in Singing competition
* Attended Digital Marketing Workshop

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| ***Personal Details:*** |

**Date of Birth :** 24-11-1995

**Nationality :** Indian

**Marital Status :** Single

**Languages known :** English & Hindi

**Permanent Address :** 50B, Jagai Purwa, Chakeri road Lal Bangla, Kanpur

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