**RITIKABAJPAI**

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**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.P  Board | 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. |
| **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 |
| **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. |
| **BDM at TIFFLO** | * I have worked as a business development intern manager marketer for TIFFILO, hiring vendors for company to provide meal services. |
| **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) |
| **Marketing & sales intern at IFORTIS Corporation** | * Marketing & Sales intern for 1 month * Working under head level corporates to execute the Event(Arambh) during pandemic |
| **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 |
| **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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