

SAVITRI YADAV

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**Objective:**

Seeking a position that reflects my skills and personal attributes including dedication, meeting goals, creativity so that I can achieve organizational goals and strive to learn new skills.

Experience:

Company Name- FlashCube IT Services Pvt. Ltd.

Location- Noida, UP, India

Job Title- HR Executive

February 2024 to May 2024

Education Qualification:

| Qualifications | Institution/ Board | Percentage | Year |
|----------------|--|------------|------|
| MBA | Deen Dayal Upadhyay Gorakhpur University, Gorakhpur, UP. | 81% | 2023 |
| BBA | Deen Dayal Upadhyay Gorakhpur University, Gorakhpur, UP. | 75% | 2021 |
| Intermediate | St.Xavier's Public School, Gorakhpur, UP(C.B.S.E) | 67% | 2018 |
| High School | Netajee Dfnce Academy Sainik Vihar School, Gorakhpur ,UP (C.B.S.E) | 88% | 2016 |

Achievement:

- Scored highest marks (Gold Medal) in MBA program during (2021-23) session at Deen Dayal Upadhyaya Gorakhpur University, Gorakhpur (A++ accredited by NAAC).

Strength and Skills:

- MS Office
- Management, Leadership, Team Leading, Co-operative and Adaptability

Programmes and Seminars:

- Completed 30 hours (1st December to 31st December in 2018) "Career Advancement Bootcamp" Medha DDUGU.
- Completed 6 weeks (8th to September to 18th October in 2020) summer training project on "A Study of Performance Appraisal" with special reference to Square Yards at Lucknow.
- Participated five days (25th December to 30th December in 2021) "Value Added Program" by MBA DDUGU.
- Completed 3 months (25th Feb to 25th May in 2022) summer training project on Human Resource Intern position from Mindlabz Media Tech Pvt. Ltd.

Certificates:

- Certificate in Course on Computer Concept in 2015.
- Certificate in Basic Computer Course in 2015.
- Advance Excel in 2022.

Personal Details:

Father's Name : Mr. Ashok Kumar Yadav

Date of Birth : 16-09-2001

Language known : Hindi and English

Gender : Female

Hobbies : Dancing and Playing Badminton

Declaration:

I hereby declare that the above given information is correct and true to my belief and knowledge.

Date:

Signature: