

# HITAKSHI

STUDENT



## About Me

Dynamic HR professional with 1.3 years of experience. With a Bachelor's in Arts, Master's in Sociology & Diploma in Public Relations and Advertising, I bring unique blend of people-centric skills & strategic insight. Known for advocating inclusive policies and fostering collaborative, transparent workplace cultures,



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## EXPERTISE

- **IT Recutiment**
- **LinkedIn Outreach**
- **Email Automation**
- **Candidate Assesment**
- **Phone Interviews**
- **Writing Press Releases**
- **Content creation**
- **Event planning and execution**
- **Graphic Designing**
- **Transferable skills**
- **Investigative Research**
- **Networking**

## CO-CURRICULAR ACTIVITES

- Organized departmental & professional events.
- Coordinated several concert events.
- Worked with an NGO supporting small children's education.
- Collaborated on a song with Zee Music.
- Beginner in French, and a language learning.
- Committed to fitness through gymming and yoga.

## EXPERIENCE

**JUNIOR HR EXECUTIVE 2022 - 2023**

**CLOUDEQ  
CHANDIGARH**

- Handling day to day administration activities.
- Designed and maintained job postings on various social media sites and websites with various tools.
- Analyzed various job applications and filtered candidates through telephonic interviews.
- Prepared recruitment strategies
- Participated in various candidate selections and prepared an efficient interviewing schedule.
- Analyzed all job requirements and screened the appropriate candidate for job.

**Public Relations & Advertising Intern 2022-2022**

**PANJAB UNIVERSITY  
CHANDIGARH**

- Assists in press release creation
- Coordinates with managers in special projects
- Help create posters, videos, and graphics using simple design tools.
- Supported the creation of media kits for events ensuring that journalists and reporters had all the necessary materials.

**Marketing Intern 2024-2024**

**ORGELLO HERBAL CARE  
PANCHKULA**

- Coordinated with creative team for visuals materials
- Assisted in content creation for social media and digital platforms

## EDUCATION

**PGGC 11, Chandigarh**

Bachelor of Arts

**PANJAB UNIVERSITY, CHANDIGARH**

Master of Sociology

**PANJAB UNIVERSITY, CHANDIGARH**

Diploma in Public Relations and Advertising

**PANJAB UNIVERSITY, CHANDIGARH**

MBA