

# SNEHA

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## SUMMARY

By using good management, team handling and leadership skills, customer interaction work with an organization for mutual profit and growth.

## EDUCATION

**Lovely Professional University , Jalandhar , PUNJAB**  
— BBA

AUG2017 - JULY2020

PURSING

**Bridgefords School , RANCHI** — 12 CBSE BOARD  
2017

53%

**Delhi Public School – RANCHI** –10 CBSE BOARD

2015

6.6 CGPA

## INTERNSHIP

**TRAINING IN A COMPANY AS A HR INTERN (HEC, RANCHI)**

\*Learned industrial relations under the organization.

\*Issuing letter to Finance Department , Quality Control & Assurance Department , Technical service department .

\*Tracking Booking & Reservation for hospitality & rooms in Transit Camp for the visitor in the industry.

\*Keeping record on the salary of the employee.

## CO-CURRICULAR ACTIVITIES

\*Attended women entrepreneurs convene 'The Enterprising 'SHE' ,LPU, April 2018

\*Attended Two day International Finance Conclave which focused on the importance of Finance and Use of it ,LPU , April 2018

\*Attended Largest Drug Awareness Session ,LPU, August 2018

\*Attended "HR CONCLAVE" a workshop which focused on the importance of human resource managers and their work in industries, LPU, FEB2018

\* Use Instagram as a business platform for development of art and craft skill to popularize my page [@craftcreations\\_n](https://www.instagram.com/craftcreations_n) with a great response.

## SKILLS

\* Administrative support

\*Database management

\*Customer service

\*Project management

\*Managerial qualities

\*EXCEL

\*MS Office

## CERTIFICATIONS

**ONLINE CERTIFICATION COURSE**

\*Fundamental of Digital Marketing

**DIPLOMA IN ART AND PAINTING**

\*Completed a 4 year diploma degree in painting 2012–2015.

**VAISHALI BLIND &HANDICAPPED REHABILITATION SERVICE BOARD**

\*Conducted a blood donation camp collaboration with NGO in RANCHI for 45 days.

## ACCOMPLISHMENTS

\*Participated in "YOUTHVIBE" organized by LPU , FEB 2018

\*Participated in in 'One World' as a venue coordinator with a skill of painting (TEAM CHINA),LPU, NOV 201

## LANGUAGES

ENGLISH , HINDI

