

# Prachi Shukla

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RAJIV GANDHI INSTITUTE OF PETROLEUM  
TECHNOLOGY

Jais, Amethi - 229304

Name of Discipline – MBA (Marketing)



## EDUCATIONAL BACKGROUND

Year	Degree	Institute	%age	Remarks
2025	MBA	RGIPT		Pursuing
2022	B.Sc. Maths	Allahabad University	83.4%	Completed
2019	12 <sup>th</sup> (CBSE)	Aditya Birla Public School	77.3%	Completed
2017	10 <sup>th</sup> (CBSE)	Aditya Birla Public School	89.5%	Completed

## Internship

NxTuition, UK limited – Admin Role (Part Time)

Nov2022 – July2023  
(9 Month)

Roles & Responsibilities	<ul style="list-style-type: none"><li>Proficiently organized classes and <b>optimized</b> batch schedules for a teaching profession-based organization.</li><li>Responsible for <b>selection</b> of qualified tutors and coordinated timings, quizzes, &amp; feedback for enhanced learning.</li><li>Effectively communicated with parents to address issue with fee, remedial classes, ensuring smooth <b>operations</b>.</li><li>Accurately maintained <b>payroll</b> information for teachers, ensuring timely and error-free <b>payment</b> processing.</li><li>Collaborated with management to <b>strategize</b> &amp; announce batches &amp; timings for increased student enrolments.</li><li>Managed <b>social media</b> queries, posted batch details, and <b>leveraged</b> social channels to promote courses.</li><li>Exhibited strong <b>leadership</b> traits while overseeing administrative tasks &amp; fostering positive learning place.</li></ul>
Achievements	<ul style="list-style-type: none"><li>Proactively resolved challenges, streamlined work environment through problem-solving abilities.</li><li>Identified cost-saving opportunities, significant company savings through administrative operations.</li></ul>

A3N Solution - Assistant HR Manger

Aug2022 – Nov 2022  
(3 month)

Roles & Responsibilities	<ul style="list-style-type: none"><li>Developed <b>recruitment plans</b> to increase outreach and devised referral strategies &amp; compensations.</li><li>Conducted background verification to verify submitted information of candidates as per organization SOP.</li><li>Handled resume screening process to filter out candidates as per desired requirement and alignment with recruiters.</li><li>Created internal <b>dashboards</b> to improve visibility across organization of registered jobseeker as per requirements.</li><li>Handled queries, concerns and <b>facilitated</b> communication between <b>stakeholders</b> to build long term relations.</li><li>Coordinated with stakeholder to align interview timings and ensure smooth functioning of interview meetings.</li><li>Assisted candidates with smooth new hire <b>onboarding</b> and ensured <b>financial</b> remuneration from jobseekers.</li></ul>
Achievements	<ul style="list-style-type: none"><li>Implemented a more <b>efficient</b> recruitment program, to promulgate the onboarding rate by <b>8% QoQ</b>.</li><li>Achieved an Excellent Intern work Award for proactive analysis of <b>GAAP</b> in processes and <b>rectification</b>.</li></ul>

## POSITION OF RESPONSIBILITY

Coordinator Annual Fest	<ul style="list-style-type: none"><li>Managed a budget of <b>8 Lacs</b> with <b>2-Celebrity performance</b>, <b>10+ events</b> and 3 dignitaries.</li><li>Coordinated <b>3-tier team</b> of <b>80 people</b> for 3-day fest with footfall of 1500+ from 12 colleges</li></ul>	2020
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## SKILLS

MS Excel      MS Words      MS PowerPoint      Tableau      Data Analysis

## Awards & Achievements

Certifications	Jr. Associate Data Research	NSS	MS Excel	2023
Academic	<ul style="list-style-type: none"><li><b>Awarded 1<sup>st</sup> Prize</b> in Story writing competition among 200+ participants.</li><li><b>Secured 1<sup>st</sup> rank</b> in Interhouse Debate during annual school meets.</li></ul>			2019 2019
Extra-curricular	<ul style="list-style-type: none"><li><b>Secured 1<sup>st</sup> Position</b> in Group Dance competition during cultural fest-2019 .</li><li><b>Awarded 3<sup>rd</sup> prize</b> in 4*100m relay during college sports fest – SANGARSH-19.</li></ul>			2017 2019

## Interest & Hobbies

Playing and Watching Shows | Reading Books | Exploring new areas.

Address: Naini Prayagraj, Uttar Pradesh

Signature 

Date: 07-08-2023