Prachi Shukla

Female

DOB: 18/10/2001 Roll.no - 23MS1017 6306884457

RGIPT Email Id-

Prachis.17mba23@rgipt.ac.in

Personal Email Id-

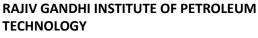
prashu182001@gmail.com

Linked In details -

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799a031b1

Internship



Jais, Amethi - 229304

Name of Discipline - MBA (Marketing)



2020

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

NOICHTAILTIIICI				
NxTuition, UK limited – Admin Role (Part Time) (9 Mo				
tly organized classes and optimized batch schedules for a teaching profession-based organization. ble for selection of qualified tutors and coordinated timings, quizzes, & feedback for enhanced learning. It communicated with parents to address issue with fee, remedial classes, ensuring smooth operations . It maintained payroll information for teachers, ensuring timely and error-free payment processing. The attention and the analyse of the attention of				
 Proactively resolved challenges, streamlined work environment through problem-solving abilities. Identified cost-saving opportunities, significant company savings through administrative operations. 				
Aug2022 – Nov 2022 (3 month)				
 Developed recruitment plans to increase outreach and devised referral strategies & compensations. Conducted background verification to verify submitted information of candidates as per organization SOP. Handled resume screening process to filter out candidates as per desired requirement and alignment with recruiters. Created internal dashboards to improve visibility across organization of registered jobseeker as per requirements. Handled queries, concerns and facilitated communication between stakeholders to build long term relations. Coordinated with stakeholder to align interview timings and ensure smooth functioning of interview meetings. Assisted candidates with smooth new hire onboarding and ensured financial remuneration from jobseekers. 				
 Implemented a more efficient recruitment program, to promulgate the onboarding rate by 8% QoQ. Achieved an Excellent Intern work Award for proactive analysis of GAAP in processes and rectification. 				

POSITION OF RESPO	INSIBILIY

Coordinator Annual Fest • Managed a budget of 8 Lacs with 2-Celebrity performance, 10+ events and 3 dignitaries.

• Coordinated 3-tier team of 80 people for 3-day fest with footfall of 1500+ from 12 colleges

SKILLS									
MS Excel	MS Words	MS PowerPoint		Tableau		Data Analysis			
Awards & Achievements									
Certifications	Jr. Associate Data Resea	rch	NSS		MS Excel		2023		
Academic	Awarded 1st Prize in Story writing competition among 200+ participants.						2019		
Academic	• Secured 1st rank in Interhouse Debate during annual school meets.						2019		
Extra-curricular	• Secured 1st Position in Group Dance competition during cultural fest-2019.						2017		
Extra-curricular	• Awarded 3rd prize in 4*100m relay during college sports fest – SANGARSH-19.						2019		
Interest & Habbies									

Interest & Hobbies

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

Address: Naini Prayagraj, Uttar Pradesh Signature

Date: 07-08-2023