



## SHWETA HEMNANI

**Specialization:** Human Resources

### CONTACT

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DOB: 25<sup>th</sup> June 1999

### EXPERIENCE

Intern  
India Infoline Finance Ltd.  
Dec'18- Feb'19  
**Tasks/Accomplishments.**  
Scheduling, Taking Interviews and Selecting Candidates

Intern  
PeopleQ  
Dec'21- Jan'21  
**Tasks/Accomplishments.**  
Scanning, Scheduling, Taking Interviews and Selecting Candidates

Intern  
Edelweiss Tokio  
Apr'21-Jun'21  
**Tasks/Accomplishments.**  
Transaction Management, communicating with Stakeholders, Managing Database

### KEY PROJECTS UNDERTAKEN

- Research on Retail Loan'19
- Product Mix Research Analysis on Nestle Co.
- Research paper on Impact of COVID on IT Recruitment
- Research Based Live Project With Prajna Self care

### EDUCATION

<b>Post-Graduate Diploma in Business Management</b> IES's Management College and Research Centre, Mumbai	<b>2022</b>	<b>3.7/4</b>
<b>Bachelors in Management Studies (BMS)</b> K.C. College, Mumbai	<b>2019</b>	<b>78.73%</b>
<b>HSC</b> Smt. CHM College, Thane	<b>2016</b>	<b>89.38%</b>
<b>SSC</b> P.M.M. Inner Wheel School, Thane	<b>2014</b>	<b>84.40%</b>

### ADDITIONAL QUALIFICATION

- Basic MS-CIT, Tally
- TCS ION 15 days Certification
- HR Analytics Master Course with Excel
- Effective Human Resource Administration

### INTERNSHIP

#### **EPL Global (Summer Intern)**

May'21 – Jul'21

**Project Title:** Policy Development for Human Capital Department

### CO-CURRICULAR AND EXTRA-CURRICULAR ACHIEVEMENTS

- Actively Participant in Creative Department in Joule Inter-College Event across Mumbai
- Completed Workshop on Interpersonal Skills, Body Language
- Secured 2<sup>nd</sup> prize in Poster Making Competition
- Been a student volunteer and Contributed in HR Fest'21
- Participated in 11<sup>th</sup> International Business Research Conference at IES-MCRC

### POSITION OF RESPONSIBILITY

- Head Coordinator of Creative and Admin Department Event in JOULE 2019 of K.C. College
- HR Club Member Managing IES HR Blog Posts