



SRISHTI SHETTY

SPECIALIZATION: HUMAN RESOURCES

CONTACT

PHONE: 9892736108
EMAIL: srishti.shetty20@ies.edu
ADDRESS: C/34, Trishul Co-operative housing society, Mahakali Caves Road, Andheri (East), Mumbai-400093
DOB: 6th Feb 1998

EXPERIENCE

HR Trainee
Scymes Services Pvt. Ltd.
June '18- Sept '18

Tasks/Accomplishments.

- Sourcing, screening and conducting telephonic interviews of the candidate and schedule their interviews for the further process
- Having their documents and background verified
- Preparing the offer letter of the new joiners
- Tracking their attendance and managing the data of the employee's absenteeism
- Preparing E-cards on every employee's birthday

KEY PROJECTS UNDERTAKEN

Prism Live Project

Dec '20- Jan '21

Details: Connect with HR Professionals in the industry and interview them on how have they been coping with their functionalities during Covid-19

POSITION OF RESPONSIBILITY

- Working committee member of Rotaract Club of Tolani College
- HR Club member of IES-MCRC

EDUCATION

PGDM (Pursuing) IES's Management College and Research Centre, Mumbai	2021	3.54/4
B.com Tolani College of Commerce, Mumbai	2018	57.92%
HSC Tolani College of Commerce, Mumbai	2015	71.81%
SSC Canossa High School	2013	78.36%

ADDITIONAL QUALIFICATION

- Certification in MS-Excel, MS-Word and MS-PowerPoint by MKCL (Jan '16)
- Have done online certification course on Human Resources Management (Feb'21)

INTERNSHIP

DCB Bank (Summer Intern)

Apr '21- July '21

Project Title: Challenges of an HR in a Banking sector during Covid-19

ACADEMIC ACHIEVEMENTS

- Presented a research paper on **Edu-tech Innovation is the key to success of a business school** at **11th International Business Research Conference (Feb'21)**
- Presented a research paper on **Digital transformation and work from home: The New normal in business** at **7th Remsons International Business Conference (Mar'21)**

CO-CURRICULAR AND EXTRA-CURRICULAR ACHIEVEMENTS

- Secured 1st prize in Intra-fest Ad-Mad Competition
- Secured 2nd prize in Poster Making Competition
- Certified by Guinness World Record for volunteering in an attempt to conduct the world's largest Medical Health camp (Feb '17)
- Worked as a working committee member of Rotaract Club of Tolani College (Oct'15 - Apr'17)
- Been a student volunteer and contributed in conducting **11th International Business Research Conference at IEC-MCRC**