

Harshita Chhabra

UJJAIN (M.P.)

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OBJECTIVE

Ambitious and dedicated graduate with a bachelor's degree in marketing (BBA). I am looking for a career which will provide me with an opportunity in an organization where I can learn and sharpen my skills while adding value to the organization towards its growth.

EDUCATION

QUALIFICATION	INSTITUTION	COMPLETION YEAR	Percentage
Bachelor of Business Administration	Mahakal Institute of Management	2022	82.5%
Class XII	Oxford Junior College	2019	71.8%
Class X	Oxford Junior College	2017	7.2 CGPA

TECHNICAL ABILITIES

- Proficient in Microsoft Office Suite (word, Excel, PowerPoint)
- Familiarity with Graphic Designing and UI UX Tools such as Photoshop, Canva, Figma
- Familiarity with social media management tools like Hootsuite or Buffer for scheduling and monitoring social media posts

INTER PERSONAL SKILLS AND STRENGTH

- Excellent communication skills, both oral and written
- Confident
- Dedicated and sincere towards any task undertaken
- Curious to learn, share and innovative
- Effective Time Management skills
- Positive attitude towards challenges

CERTIFICATES

- Red Bull's On-premises sales Virtual experience program at Forage
- Accenture's Product Design Virtual experience program at forage
- Great Learnings Virtual UI UX beginners Program
- IIDE's Digital marketing Master class
- Attended the Investor awareness program of ambition learning solutions
- Attended the Kona Kona Shiksha Program conducted by National Institute of Securities Market
- Successfully completed a crowd funding course with the Muskurahat foundation.

Freelance Graphic Designer and Social Media Manager | 2020-2021

Provided freelance graphic design and social media services on FIVERR to various clients. Developed and executed creative designs for digital and print materials, including logos, banners, social media posts, and infographics. Managed social media accounts, created engaging content, and implemented social media strategies to increase brand visibility and engagement.

Fundraising Intern | MUSKURAHAT FOUNDATION | July 2023-August 2023

- Researched potential donors and crafted compelling fundraising appeals.
- Coordinated and supported the execution of successful fundraising campaign.
- Created compelling ideas, implemented effective fundraising strategies.
- Developed skills in communication, organization, and teamwork through hands-on experience.
- Gained proficiency in advanced crowd funding techniques.
- Received recommendation from the Chief Operating Officer of Muskurahat Foundation for exemplary performance during my Internship This recognition underscores my dedication and impact in contributing to the organization's objectives.

HR Intern | UNSCHOOL (ulead) |

August 2023-September 2023

- Provided administrative support to the HR department, including data entry and report generation.
- Conducted interviews and assessed candidates for the internship program, evaluating their qualification and fit for the organization.
- Actively managed the presence and participation of interns in various tasks and projects, ensuring they gained valuable experiences.
- Provided ongoing guidance and mentorship to interns, contributing to their professional development.

HR Intern | SQUARCELL RESOURCES INDIA PVT LTD |

July 2023-September2023

- Executed end-to-end recruitment processes, from job posting and CV screening to conducting interviews and making candidate recommendations.
- Ensured a strong alignment between candidate qualifications and job profiles by matching requirements with job descriptions.
- Managed multiple tasks concurrently, including candidate sourcing, interview scheduling, and applicant tracking.
- Played a pivotal role in successfully placing candidates within companies, facilitating a smooth transition into their new roles.
- Acted as a primary point of contact for candidates, addressing their queries and providing support throughout the hiring process.

