



URVASHI MAHESHWARI

FRESHER

My Contact

✉ urvashi100106maheshwari@gmail.com

📞 7067270150, 9981477528

📍 Guna

Hard Skill

- Communication
- Presentation Skills
- Resource Management
- Computer Skills
- Recruitment

Soft Skill

- Leadership Skills
- Decision Making
- Empathy
- Time Management

Education Background

- Prestige Institute of Global Management, Indore
Post Graduation Diploma in Management
Completed in 2024
- Gandhi Vocational College, Guna
Bachelor in Commerce with Computer Application
2019-22
- Christ Sr. Sec School, Guna
Senior Secondary (CBSE)
2017

Higher Secondary (CBSE)
2019

Career Objective

Passionate HR professional dedicated to fostering a positive work environment and maximizing employee potential. Seeking a dynamic role where I can utilize my expertise in recruitment, employee relations, and talent development to drive organizational success.

Professional Experience

VKAPS IT SOLUTIONS
2023 -May

Key responsibilities:

- Conducted personal interview to recruit new team members.
- Administrated test for job seekers in company portal.
- Conducted training program on soft skill to improve company, client services.
- Suggested employee engagement plans to build a strong culture.

Achievements

- 2023 - 2024 Organized a successful event in internship.
- 2023 - 2024 Mentored & Trained Employees .

Hobbies

- Listerning to music
- Travelling
- Cooking