

ADITI THAPLI

Purkal, Dehradun
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SUMMARY

Motivated and results-driven post-graduate seeking a challenging position within a large organisation. I aim to be a part of an organization where I can get a chance to use my knowledge and interpersonal skills to contribute to the progress of the firm and to find an environment for the mutual benefits of the organization and myself.

WORK EXPERIENCE

HR Intern, Academically Pty Ltd- Australia **June 2023 - August 2023**

- Prepare HR-related reports, documents and Employee handbook.
- Help in effective Event Management and host events.
- Development and execution of a comprehensive talent acquisition strategy aligned with business objectives.
- Oversee all aspects of recruitment process, from job requisition to offer acceptance, for all tech, non-tech, and leadership positions.
- Onboard new employees to become fully integrated and keeping them informed.
- Analyze recruitment metrics and measure the effectiveness of talent acquisition efforts, making data driven recommendations for improvement.

Campus Ambassador Intern, IMUN **June 2021 - July 2021**

- Be the face of the International Model United Nations.
 - Promote IMUN Online Conferences among peers, different schools/universities, various social media platforms.
 - Assist in driving registrations for IMUN online conference.
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EDUCATION

Master of Business Administration (HR and Marketing), IMS Unison University, 8.85 CGPA **Sep 2022- May 2024**

Bachelor of Business Administration (HR and Marketing), IMS Unison University, 8.04 CGPA **August 2019 - May 2022**

Class 12th from PYDS Learning Academy, CBSE Board with 83% **April 2018 - March 2019**

Class 10th from PYDS Learning Academy, CBSE Board with 9 CGPA **April 2016 - March 2017**

ADDITIONAL INFORMATION

- **Languages:** English, Hindi
- **Certifications:** Six Sigma Benchmark with Exemplar Global and Seal of Excellence

TECHNICAL SKILL SET

- Ability to use MS Excel, MS Word and MS PowerPoint effectively.
 - Decent Typing speed with 35-40 wpm.
 - Working knowledge of SPSS, SQL, and Six Sigma for Data Interpretation and Analysis.
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INTERPERSONAL SKILL SET

- Report writing and presenting
 - Critical thinking skills
 - Excellent communication skills
 - Proactive and self-motivated
 - Exceptional organisational skills
 - Deep Understanding of HR principles
 - Strong Leadership skills
 - Learning-oriented and Goal-focused
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VOLUNTEERING ACTIVITIES

- Currently working as a Volunteer for an NGO to organize various extra-curricular activities.
 - Worked as volunteer with the Waste Warriors for conducting cleanliness drives in various areas.
 - Worked as a volunteer in the College Lamhe Fest.
 - Collaborated with Gems Modern School Dubai, to curb Open Defecation practices in backward villages of Dehradun and helped generate funds for construction of washrooms for the needy.
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EXTRA- CURRICULAR ACTIVITIES

- Hosted Alumni meet 2023, organised by Academically in Gurgaon.
- Won a tGELF scholarship to The Wharton School, University of Pennsylvania, for a summer program in Business and Marketing.
- Democratically elected as the Head Girl at PYDS Learning Academy for the session 2018-19.
- Under the interest of getting connected with students, I have been conducting academic tuitions for classes 1 to 10 for the last 5 years.
- Served as the President of the Toastmaster Gavel Club for the session 2017-19, where I hosted and organized toastmaster's meetings every week.
- In the year 2016, achieved 1st Runner Up trophy in the national level Youth Leader competition organized by "tGELF" on the topic "Sanitization".

Declaration:

I do hereby declare that the above information is true to the best of my knowledge.

Place: Dehradun

Date: 20/05/2024

Aditi Thapli