



Mansi Patel

PGDM in Human Resource

CAREER OBJECTIVE

Seeking a role to contribute my knowledge, skills, and enthusiasm to a dynamic organization and aiming to leverage my academic foundation to effectively collaborate with teams, and streamline HR processes, so as to contribute to the growth and development of the organisation while continuously expanding my own expertise.

PROFESSIONAL EXPERIENCE

Organization: WDI Events, Kolkata, West Bengal

Designation & Duration: Creative Head | 05/2019 - 05/2021

Summary: Planning and organizing of events like weddings which included hiring employees for a successful and smooth flow of events.

Organization: Blooprint Consulting, Bengaluru, Karnataka

Designation & Duration: HR Intern | 10/2023 - 12/2023

Summary: Managed end-to-end recruitment and optimized onboarding, while spearheading performance management and contributing to the launch of Blooprint Academy. Proactively enhanced leave policies for compliance, engaged in employee initiatives, and maintained HR efficiency through regular reviews and day-to-day activities.

Organization: PhonePe, Bengaluru, Karnataka

Designation & Duration: HR Intern | 03/2024 - Present

Summary: Efficiently managed the daily candidate pipeline for Business Development Executive (BDE) positions sourced through PhonePe's partnering agency. Conducted resume screening and utilized Applicant Tracking System (ATS) to track candidate progress and maintain data integrity. Coordinated and scheduled interviews between candidates and hiring managers, ensuring a smooth interview process. Established and maintained strong relationships with partnering agencies, optimizing vendor management processes for enhanced collaboration.

ACADEMIC PROJECT(S)

Topic: Psychometric Testing

Summary: Conducted and analyzed the psychometric scores of an individual by interpreting the personality and behavior of the individual.

Topic/Subject: Research Incubation Project in Human resource management

Problem Statement/Objective: Observing the dynamic correlation between Human Resource Management and employee retention. The research specifically concentrates on career growth opportunities and identifying potential inadequacies in the compensation system.

PROFESSIONAL QUALIFICATION(S)

Post Graduate Diploma in Management in HR | Analytics Minor | Jagdish Sheth School of Management | Class of 2024 | CGPA of 6.6

Bachelor of Business Administration | Techno International New Town, Kolkata | 2020 | CGPA: 8.1

PAST EDUCATION

Higher Secondary with Commerce | Dev Sangha National School, B.Deoghar | 2017 | 73.5%

Secondary School | St. Francis School, B.Deoghar | 2015 | 75%

ACCOMPLISHMENTS & ACTIVITIES

- **Volunteered** for Kanyathon, a charity event to save girl child and contributed towards corporate sale and sponsorship. (2023)
- **Team Leader** at WDI Events, lead the creative team in organizing events. (2019-2021)
- **Secured 2nd place** in Arm Wrestling Competition, conducted by Arm Wrestling Association New Delhi. (2021)

THOMAS PROFILE COMPETENCIES

Planning & Organization
Resource optimization
Analytical Thinking

TECHNICAL SKILLS AND CERTIFICATIONS

Introduction to Data Analysis using Excel

- Coursera

Data visualization in Excel - Coursera

SPSS - Beginner

INTERESTS & HOBBIES

Occult science
Creative arts
Cooking
Travelling

REACH ME AT

MOBILE NUMBER

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Domicile

Deoghar, Jharkhand

LANGUAGE

English, Hindi & Gujarati

(Reading, writing, speaking)