

ROLL NUMBER: P25703030

Harshda Raut

Female

DOB

08-Nov-2001

TECHNICAL SKILLS

- MS Office
- MS Project

PERMANENT ADDRESS

FLAT NO.101, WING -H, TANISH
 SRUSHTI GAT NO. 504, ALANDI
 MARKAL ROAD, CHAROLI KHURD,
 PUNE -412105
 City: Pune
 State: Maharashtra
 Pincode: 412105

LANGUAGE

- English Hindi Marathi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-NBS	NICMAR University, Pune	8.73	2027
Graduation	MIT ARTS,COMMERCE & SCIENCE COLLEGE, ALANDI, PUNE	82.96	2022-Sep
Intermediate	CENTRAL BOARD OF SECONDARY EDUCATION	80	2019-May
High School	CENTRAL BOARD OF SECONDARY EDUCATION	74.1	2017-Jul

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 23 Weeks)
INTERNSHIP STUDIO

17-May-2022 - 20-Jun-2022

4 Weeks
PROFILE: SALES INTERN

- Assisted the sales team in managing client relationships, preparing sales reports, and conducting market research to identify potential leads.
- Assist in promoting and selling company services to prospective clients.
- Research and generate leads through online platforms and networking.
- Work towards sales targets and key performance indicators set by the supervisor.
- Analyzed sales data to track performance, identify trends, and recommend strategies for improvement.
- Participate in team meetings to discuss strategies, challenges, and successes.
- Conducted daily cold calls to potential clients, generating new leads and identifying business opportunities.
- Engaged prospects in initial conversations to assess their needs and qualify them for further sales processes.

Career Help

06-Sep-2024 - 06-Nov-2024

8 Weeks
PROFILE: Human Resource Intern

- Assisted in the recruitment process by screening resumes, scheduling interviews, and coordinating communication between candidates and hiring managers.
- Supported onboarding procedures, including preparing offer letters, collecting necessary documentation, and conducting orientation sessions.
- Hiring multiple candidates through job postings, screening, and conducting interviews.
- Helped maintain employee records and updated the HR database, ensuring accuracy and confidentiality of information.
- Proactively managing teams and tasks efficiently, ensuring seamless operations. Participated in resolving employee inquiries regarding company policies, benefits, and procedures.
- Conducting training sessions for new candidates, contributing to their onboarding, and development.

Bombay Stock Exchange Broker's Forum

04-May-2026 - 10-Jul-2026

9 Weeks
PROFILE: Capital Market Operations Intern

- Assisted in day-to-day capital market operations.
- Maintained and updated Excel spreadsheets and operational databases.

- Coordinated with member brokers regarding membership-related queries and documentation.
- Handled professional telephonic and email communication with members.
- Supported membership verification and record management.
- Assisted in accounts and finance-related administrative tasks.
- Organized and coordinated industry events and meetings with the team.
- Ensured accurate data entry and documentation.
- Worked collaboratively with different departments to ensure smooth execution of daily operations.

CERTIFICATION DETAIL

- Introduction to Marketing
- Negotiation, Mediation, and Conflict Resolution - Capstone Project
- Operations Management
- International Business I
- Getting started with Microsoft Office 365

ACHIEVEMENT DETAIL

- Certification in MS-CIT (Maharashtra state certificate in information technology)
- Completed 8 weeks of training on digital marketing