

# MANSI BORA

## MBA HR

### PROFILE

I'm a 23 year old, a highly disciplined individual who has keen interest in coordinating, planning, and supporting daily operational and administrative functions.

### PERSONAL PROFILE

Date Of Birth: 20/12/1997

Marital Status: Unmarried

Language Known : English, Hindi & Marathi

Nationality: Indian

### CERTIFICATIONS

- Professional in Human Resource (PHR)
- TCS ION - HR Skills by TCS
- Human Resource Foundations
- Strategic Human Resource
- Human Resource Certification.

### INTERESTS

- Travelling.
- Reading Books.
- Dancing.
- Playing Football.

### SKILLS

- Good Communication Skills.
- Quick Learner.
- Good Listener.
- Problem Solving..
- Helping Nature.

### ACHIEVEMENTS

- **Book Review Competition - 1st Prize.**
- **Avishkaar Competition - 2nd Prize.**

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Highway Checknaka,  
Thane(E) 400603.

### ACADEMIC PROFILE

#### CMS BUSINESS SCHOOL 2019 -2021

- MBA: Distinction.

#### VPM'S RZ SHAH COLLEGE.2015 - 2018.

- Graduation : Distinction.
- Rank holder of the college

#### SRI MA BAL NIKETAN JUNIOR COLLEGE . 2015.

Senior Secondary Education : first class

#### SRI MA BAL NIKETAN HIGH SCHOOL. 2013.

Higher Secondary Education: Distinction.

### WORK EXPERIENCE

#### SUN ASSOCIATES - HR EXECUTIVE

##### DURATION: 2 YEARS

- Scheduling interviews.
- Making Appointment letters.
- Conducting training sessions & induction programs.
- Daily operations of the HR department.
- Monitor HR department's budget.
- Interview applicants about their experience, education and skills.
- Conducting training & learning sessions for new employees.
- Support & Manage the overall background verification process.
- Ensure the recruiters are provided with regular updates throughout the Onboarding process.

### EXTRA CURRICULAR ACTIVITIES

- **FEVER PITCH- INTERCOLLEGE FEST**  
organized a Management Fest and  
CORE COMMITTEE MEMBER.
- **General Secretary of the College.**
- **Organised various Events in the Colleges.**