

Priyashri Adaval

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I want to pursue a demanding role in a reputed firm with the approach to take up responsibilities and accomplish organizational goals where in my skills and potentials are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm.

WORK EXPERIENCE

SMPS, Prayagraj —Activity Incharge & Co-ordinator

NOVEMBER 2013 - OCTOBER 2018

- Supervised a team of 60+ people
- Responsible for managing the events and assigning roles to all the staff members according to their skillset
- Coordinate and conduct seminars, workshops, training sessions
- Provide and arrange training, seminar, workshop materials
- Identify training and workshop needs and reporting the same to the respective heads
- Monitoring and analyzing the needs of training and workshops for the individuals
- Evaluate and provide feedback on the training to the Head
- Coordinating with all the departments closely
- Maintaining all files and documents of training or seminars for future reference
- Planning for future trainings and workshops

Bharat Pumps & Compressors LTD, Prayagraj —Internship

MAY 2012 - JUNE 2012

- Worked on project **"IMPACT OF PERFORMANCE APPRAISAL ON EMPLOYEE MOTIVATION"**
- Studied the **Graphic Rating Scales method**. The study revealed that the efficiency and the motivation level of employees increased to a great extent
- Practice in evaluating the performance of employees and communicating them to increase their morale

EDUCATION

Banasthali Vidyapeeth, Jaipur —MBA (HR & Finance)

JULY 2011 - MAY 2013

University of Allahabad, Prayagraj —B.com

JULY 2008 - MAY 2011

Maharshi Patanjali Vidya Mandir, Prayagraj —Intermediate

Passed with 78% in 2008

SKILLS

- A keen observer & a good listener
- Enthusiastic towards any type of work
- Good team-building ability
- Good decision-making skills
- Ability to grasp new things quickly
- Strong communication and interpersonal skills

AWARDS

- Appreciation Certificate for conducting cultural activities in North Central Zone Cultural Centre, 2018
- Appreciation Award for working as an **Incharge of Mission Clean Ganga**, 2017
- **Best Conduct Award**, 2007

WORKSHOPS & SEMINARS

- Workshop on **LIFE SKILLS** (Thinking skills, Social skills, Emotional skills), 2016
- Seminar on **MOTIVATION** by Kriti Prakashan LTD., 2014

PERSONAL VITAE

- **Date of Birth** - MAY 04, 1990
- **Languages** - English & Hindi
- **Marital Status**- Married

Thanks for reading!