NAME: ***AASTHA MEHTA*** Email: [aastham2003@gmail.com](mailto:aastham2003@gmail.com) Mob: +91 **7982695804**

**CAREER OBJECTIVE: -**

A diligent, hardworking, detail-oriented and enthusiastic professional. Seeking an opportunity to have a hands-on experience in corporate world. Looking forward to work with a dynamic attitude.

**Experience: -**

*HR TEAM LEAD INTERN* 09/2023 – 11/2023

Subhansh Seva Trust

*HR INTERN* 07/2023 – 08/2023

Subhansh Seva Trust

*OPERATIONS TEAM MEMBER* 12/2022 – 05/2022 Combrosia - The Commerce Society of Motilal Nehru College, University of Delhi

**PROFESSIONAL QUALIFICATIONS: -**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Group** | **Month & Year of Passing** | **Marks Obtained / out of** |
| CS Professional | Group I | appearing | - |
| CS Executive | Group I | 06/2023 | 200/400 |
| Group II | 12/2023 | 218/400 |
| CSEET |  | 11/2021 | 146/200 |

**EDUCATIONAL QUALIFICATIONS: -**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Board/ University** | **Location** | **Year of Completion** | **Percentage**  **of marks** |
| L.L.B | Techno India University | West Bengal | 2024 - present | - |
| B. Com (Hons) | Motilal Nehru College, Delhi University | New Delhi | 2024 | ***7.486*** ***First Division*** |
| Higher Secondary (12th) | ST. Thomas School | Dwarka, New Delhi | 2021 | ***94.66%*** |
| Secondary (10th) | ST. Thomas School | Dwarka, New Delhi | 2019 | ***84.6%*** |

**IT SKILLS:**

*Microsoft Excel -* Beginner to Advance Course by Udemy on June 28, 2021.

*MS Word, MS Power point, Tally, Income Tax, GST*

**ACHIEVEMENTS : -**

* Participated in IP Awareness/Training Program under National IP Awareness Mission on December 24,2021 organized by Intellectual Property Office, India.
* Competed in the International Commerce Olympiad - 2019 and secured Merit Certificate by scoring 75.80%.
* Participated in the TATA Crucible Campus Quiz 2023 organized by the TATA Group.
* Participated in Student Development Program on Selection of Career after Graduation on January 10,2022 organized by Combrosia, Motilal Nehru College in Collaboration with International School of Business & Media.
* Participated in General Quiz hosted by IIFT, New Delhi of Online Quizzing Festival Season 7 organized by IIFT, New Delhi.
* Participated in Fit India Freedom Run organized by Ministry of Youth Affairs and Sports, Government of India
* Attended the Workshop on Career in Law on January 14,2022 organized by Universal Lawmkr.
* Participated in Pariksha Pe Charcha,2021 organized by Ministry of Education, Government of India.
* Participated in English Olympiad for two consecutive years.

**Courses: -**

|  |  |  |
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| 1 | Commercial Banking | Commercial Banking Virtual Experience Program by J.P. Morgan on July, 2023. |
| 2 | Mandarin | Speak Mandarin in 1 Month Online Course by Udemy on April 14, 2021. |
| 3 | Email Marketing | Introduction to Email Marketing Course by Great Learning Academy on January, 2022. |

**PERSONAL DETAILS : -**

|  |  |  |
| --- | --- | --- |
| Gender | : | Female |
| Date of Birth | : | 17/07/2003 |
| Languages Known | : | English, Hindi, Gujarati, Bengali, Mandarin |