

MAHEK

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PROFESSIONAL SUMMARY

MBA candidate (HR) with internship experience in recruitment processes, candidate coordination, and HR documentation. Gained hands-on exposure to sourcing, screening, and hiring workflows at Vardhman Yarns & Threads Ltd. and administrative record management at Exotic Education. Strong communication and interpersonal skills with a good understanding of job portals, hiring processes, and joining formalities.

KEY COMPETENCIES

Sourcing & Screening · Candidate Coordination · Interview Scheduling · Hiring Process Management · Joining Formalities · Candidate Database Management · Job Portal Awareness · HR Documentation · Communication Skills · Interpersonal Skills

WORK EXPERIENCE

HR Intern | *Vardhman Yarns and Threads Ltd.* | Hoshiarpur, Punjab June 2025 – July 2025

- Observed and supported the recruitment and sourcing process, learning how candidates are identified, screened, and shortlisted for open positions.
- Assisted in coordinating interview schedules and supporting hiring process documentation during the internship period.
- Gained exposure to joining formalities and employee onboarding procedures followed for new hires.
- Supported HR team in maintaining candidate records and employee documentation, building a foundation for candidate database management.
- Developed understanding of payroll processes and HR operations in a large manufacturing organisation.

Documentation & Record Management Intern | *Exotic Education* | Phagwara, Punjab Jan 2024 – Jun 2024

- Maintained and organised institutional records with accuracy, demonstrating strong documentation and data management skills.
- Handled data entry and administrative coordination tasks, building proficiency in record keeping and organised information management.
- Supported office communication and coordination activities, strengthening interpersonal and organisational skills.

EDUCATION

Master of Business Administration (MBA) | Specialisation: HR Management Jul 2024 – Jun 2026
CT Institute of Management and IT, Jalandhar

Bachelor of Commerce (Honours) Jul 2021 – Jun 2024
Kanya Maha Vidyalyaya, Jalandhar | 80%

+2 Commerce Apr 2020 – Apr 2021
Khalsa Senior Secondary School, Jalandhar | 94%

10th Standard Apr 2018 – Apr 2019
Government Senior Secondary School, Jalandhar | 85%

SKILLS

Recruitment Skills: Sourcing · Screening · Interview coordination · Hiring process · Joining formalities ·

Computer Skills: MS Word · MS Excel (Basic) · MS PowerPoint · Tally · Power BI (Basic)

Soft Skills: Verbal & written communication · Interpersonal skills · Teamwork · Adaptability · Confidentiality · Time management

CERTIFICATIONS & TRAINING

- Workshop: Data to Decisions — Business Analytics with Excel & Power BI, CT Institute of Management & IT (April 2026)
- Management Development Programme, CTITR (March 2026)

ACTIVITIES & ACHIEVEMENTS

- Participated in Presentation Day Competition — CT Institute of Management & IT (March 2025)
- Community service — Swachh Bharat Abhiyan awareness & distribution drives, KMV (April 2023)
- Participated in Innovative Day Quiz — Kanya Maha Vidyalaya (October 2021)

INTERESTS

Sketching · Reading · Cooking · DIY Projects