

# SHARMA NEHA RISHIPAL

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## OBJECTIVES

Motivated HR student seeking to contribute to progressive HR practices. I am committed to applying internship experience and academic learning to foster organizational growth.

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## EDUCATION

**Master of Social Work-(HR)** **2024 – 2026**

Sardar Patel University (SPU)

- 9.19/10 GPA

**Bachelor of Arts (honors') – Political Science** **2021 – 2024**

The Maharaja Sayajirao University of Baroda

- 7.11/10 GPA
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## INTERNSHIP EXPERIENCE

**Transpek Industry Limited** **January 2026 – March 2026**

HR Intern – Learning & Development

- Worked with the L&D team on training initiatives.
- Evaluated pre and post training questionnaires and drafted HR communications.
- Interacted with HR professionals of different sections and contributed ideas for developing effective learning programs.

**Transrail Lighting Limited** **July 2025 – October 2025**

HR Intern

- Gained practical exposure to HR functions through observation, including employee engagement, time office operations and attendance data verification.
- Analyzed workplace practices related to employee behavior, engagement, and performance tracking.

- Observed HR processes of performance evaluation to understand organizational functioning.

**Indian Oil Corporation Limited, Gujarat Refinery**

**May 2025 – June 2025**

Human Resource Intern (Employee Relation section)

- Worked as an HR Intern in the Employee Relations section.
- Gained hands-on experience in HR operations, documentation, and employee engagement activities.
- Exposure to SAP tasks and PM Intern management.
- Attended Interaction sessions with HR professionals to enhance knowledge of HR operations and strategies.
- Worked with “*Hindi Anuvibhag*” for event coordination.

**The Suba Groups of Hotel, The Hotel Suba Elite**

**December 2024 – March 2025**

Human Resource Intern

- Supported recruitment, onboarding, and HR operations within the hospitality sector.
- Assisted in employee engagement, performance appraisal, HR documentation, and ensured compliance with grooming standards and workplace policies.

**Voluntary Youth Organization for Motivation NGO**

**July 2024 – October 2024**

Social Work Intern

- Coordinated flood relief operations through volunteer management, resource distribution, and emergency communication.
- Planned and executed large-scale CSR event Muskurahat.
- Facilitated educational engagement across multiple municipal schools of Baroda as a part of the **PNP** project – a mobile schooling program.

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**DISSERTATION**

- A Study on the Impact of Freelancing on Workforce Structure and HR Practices at PNB MetLife India Insurance Company, Vadodara.

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**SKILLS**

- Technical Skills: Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- Management Skills: Strong Communication, Project Management, Leadership, Adaptability, Quick Learner

- HR Knowledge: Training & Development, Attendance Management, Basic Compensation, Onboarding, Employee Engagement, Recruitment, Onboarding and subject knowledge.
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## **ACHIVEMENTS**

- Facilitated the event of Celebration of International Children's Day with underprivileged children of Vadodara on 20<sup>th</sup> Nov, 2024.
- Led the Planning Committee of Study Tour at Pune, coordinated and established communication with major companies like Aditya Birla Memorial Hospital, Uno Minda, Yerwada Central Jail, Wipro Pari & Sany India.
- Conducted Research Study on Freelancing.