

Vanshika Aluna

HR Executive

✉ vanshikaaluna1@gmail.com ☎ 9548681081 📍 Noida

Summary

Motivated and detail-oriented HR professional with strong communication and interpersonal skills. Passionate about recruitment, employee engagement, and organizational development. Committed to contributing effectively to HR operations and team growth

Professional Experience

HR Executive	03/2026
•Improves communication skills by handling customers politely and professionally.	Noida, Sector 135
•Develops problem-solving abilities through resolving customer issues and queries.	
•Enhances teamwork and multitasking skills by managing calls, targets, and customer support.	

Education

BBA-Business Analytics, GALGOTIAS UNIVERSITY	08/2023 – 06/2026
Grade:72%	Greater Noida
Senior Secondary Education, St. Mary's convent school	02/2022 – 03/2023
Grade:64%	Gajraula

Skills

• Communication Skills	• Teamwork & Collaboration
• Problem-Solving Skills	• Multitasking Ability
• Customer Handling Skills	• Data entry and documentation

Languages

• English	• Hindi
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Certificates

HR Intern	Participating in the national financial literacy quiz
At Shivam interprises	From NISM

Achivement

Achieved recognition in basketball by participating in inter-school/college tournaments and competitions. Demonstrated strong teamwork, leadership, discipline, and coordination skills through active participation in sports activities.