**Jharna Doley**

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**EDUCATIONAL QUALIFICATIONS**

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| 2013 | Pursuing two years **Masters in Business Administration** at Symbiosis Institute of International Business will be graduating in April 2013 Specialization **– Human Resources** | 2.4 |
| 2010 | **B.Tech**, **Information Technology**, Assam University | 73.85% |
| 2005 | **H.S.C.**, Cotton College, Guwahati Assam Higher Secondary Education Board | 63.60% |
| 2003 | **S.S.C.**, St. Mary’s School, North Lakhimpur, Board of Secondary Education, Assam | 81.33% |

**INTERNSHIP PROJECTS**

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| April -May 2012 | **Endeavor HR Pvt. Ltd.**  (Industry :HR Consultancy)  Project Title 1: “**End-to-End Recruitment”**   * Reviewed job profiles and prepared shortlist of candidates * Performed telephonic vetting and scheduled final interviews * Reviewed challenges of overseas recruitment to understand reasons why some candidates fail to join   Project Title 2: “**Identification of Key Metrics for the Performance Evaluation of the HR Consultants”**   * Identified the Key Result Areas of the HR Consultants through Job Analysis Questionnaire * Identiifed the Measure of Performance for the HR Consultants * Made recommendations to improve the performance of the Consultants |

**ACHIEVEMENTS AND EXTRA CURRICULAR ACTIVITIES**

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| * Certificate course on Capsim Business Simulation, 2012 * Certificate course on Benchmark, Six Sigma ,Green Belt, 2012 * Active member of Community Development Team in SIIB, 2011-2013 * Active member of “Prayatna”, a NGO for educating underprivileged Children, 2011-2013 * Active member in core committee of “Anusmriti 2012” , Alumni Association of SIIB 2011-2013 * Underwent project on Online Bill Payment System, 2010 * Underwent summer internship with **HCL Infosystem**, 2009 * Participated in “Intellectual Property Rights” Conference conducted by NRDC and Assam University, 2009 * Participated in Skit Competition in **Assam University Foundation Day** and Social Meet of Assam University, 2008 * Active Member of Organizing Team, E**ngineer’s Day 2008** in **Assam University** * Participated in Inter-hostel Cricket Competition in Assam University, 2007 * Active member of Information Technology Society (ITS) in Assam University, 2006-2010 |

**PERSONAL INFORMATION**

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| **Languages :** | English, Hindi, Assamese and Bengali |
| **Other Skills :** | MS Project, SPSS, Excel, RDBMS |
| **Date of Birth :** | 08 January 1987 |