

SAHAJ ARORA

Prayagraj, U.P. | sahajarora1602@gmail.com | +919044074027 | [LinkedIn](#)

SUMMARY

I'm Sahaj Arora, a recent MBA graduate in HR and Finance from United Institute of Management, AKTU. While in college, I developed a strong interest in the HR domain, which I actively pursued through self-learning, certifications, and hands-on projects.

I worked on the project "*Automation in Various Processes for HRM*" during my internship, where I learned how HR-related tasks can be streamlined using emerging technologies. I believe I bring a fresh perspective, a strong work ethic, and the ability to quickly adapt—whether it's learning tools on the go, collaborating within a team, or meeting deadlines effectively.

EDUCATION

United Institute of Management

MBA - HR and Finance

CGPA – 7.39 (Till Semester 3)

Sep 2023 - Aug 2025

Prayagraj

Allahabad University

B.COM, HR and Marketing

CGPA – 7.12

Jun 2020 - Jun 2023

Prayagraj

WORK EXPERIENCE

SMS Ltd

Talent Management & HR Process Intern

Aug 2024 - Oct 2024

Nagpur

- Utilized strong interpersonal communication and problem-solving skills to streamline recruitment and onboarding processes, enhancing team efficiency
- Collected and analyzed HR data of employees, leading to improved decision-making and strategic planning.
- Successfully managed and completed an internship project titled "Automation in various Processes for Management of Human Resource at SMS Ltd".
- Developed skills in Pocket-HRMS, which improved data analysis capabilities and supported HR decision-making.

CERTIFICATIONS

- Merit certificate from the National Financial Literacy Assessment Test for outstanding performance
- Certificate in Basic Formulas and Functions in Microsoft Excel

Coursera

- Certificate of Appreciation for outstanding contribution to the Cultural and Tech Fest (ASTITVA)

United Institute of Technology, Prayagraj

SKILLS

- **Technical:** Google Sheets, M.S Office, Pocket HRMS, Power BI
- **Soft Skills:** Adaptive, Creative, Empathy, Smart Work, Time Management, Confidentiality, and Discretion
- **Job-related Skills:** Decision making, planning and strategic thinking, Interpersonal communication, Leadership, Problem solving, Quick Learner

PROJECTS

Automation in various processes for HRM

SMS Ltd

Nagpur

- Analyzed and automated key HR tasks, including payroll, attendance, and off-boarding.
- Improved efficiency and compliance using a self-service HR portal.

Impact of Mergers & Acquisitions on shareholders' wealth

United Institute of Management

Prayagraj

- Evaluated the short-term and long-term effects of the Spirit-Frontier Airlines' merger.
- Conducted a comparative analysis of wealth effects across different shareholder categories.

VOLUNTEERING & LEADERSHIP

United Institute of Management

Class Representative

Apr 2024 - Jun 2025

- Exhibited strong leadership by guiding and motivating classmates towards shared goals.
- Successfully organized and managed class activities, ensuring smooth execution.
- Acted as a liaison between classmates and teachers.
- Identified and resolved classroom issues, demonstrating problem-solving skills.