



TULIKA RANI BURMAN

PURPOSE OF THIS RESUME: TO SEEK AN OPENING IN THE CORPORATE WORLD INTO THE FIELD OF HR PLANNING.

MY KNOWLEDGE AREAS:

1. Recruitment and Sourcing.
2. Selection and Assessments.
3. HR MIS & Reporting.
4. Industrial Relations.
5. Training & People Development.

EXPOSURE TO THE WORLD OF WORK:

1. **Student Internship (May, June 2011):** Completed a project on "Industrial Relation Management at RDCIS, SAIL Ranchi." Under the Supervision of Mr. Manas Rath Asst. General Manager (Personnel) RDCIS SAIL.
2. **Short Projects:**
 - a. Completed project of studying CSR activities of Central Coal Field Ltd Limited.
 - b. Completed the study of violation of "Child Labor" laws in Ranchi.
 - c. Completed a comprehensive study on "Managing Working Capital" in small scale. Businesses.
3. **Executive Manager:** International housekeeping & maintenance service.
4. **HR :** Glanark Info solution Pvt .Ltd.
5. **Faculty :** Bhartiya Lok Kalyan Sansthan (NGO) .
6. **Human Rights Commission:** Secretary (Ranchi Zone).
7. **HR:** Darling Tour & travels Pvt. Ltd.
8. **Center Head:** Shield Shooting Academy Pvt. Ltd.
9. **General Manager:** Shield Infrastructure Pvt. Ltd. & Shield Shooting Academy Pvt. Ltd.
10. **Prakash Marble:** HR and Accounts.
11. **District Rifle Association:** Vice President.
12. **Jamp Rope:** Vice President.
13. **Intuc:** Joint Secretary.
14. **CFTUI:** Secretary.
15. **Human Rights Protection:** Secretary.

**ACHIEVEMENTS AND ACCOMPLISHMENTS:**

1. Won the Best Volunteer in my College level.
2. Won the Drawing competition.
3. Modeling.
4. Completed the Course on Beauty Science From Henna Beauty Training.

QUALIFICATIONS AND TRAINING:

1. Masters in Business Administration with a specialization in **Human Resources with 70.77%**, Batch of 2012, Ranchi University, Institute of Management Sciences.
2. Bachelor in Arts with a specialization in general, Batch of 2008, from Ranchi University, Women's College.
3. **Training Programs & Short Term Development Programs:**
 - a. Computer Proficiency: MS Word, Excel, Power Point.
 - b. Computers: DCA.

Skills & Competencies

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| 1. Public Speaking | 3. Negotiation skill. |
| 2. Organizing Events | 4. Languages: English, Hindi. |

Extra Curricular Activities

1. Sports: Badminton Represented the College.
2. Modeling and Yoga.
3. Hobbies and Interests: Playing Badminton, Watching Movies, Cooking, Playing Chess.

Personal Details

1. Full Name: Tuilka Rani Burman
2. Permanent Address : Kali Babu Street Upper Bazar Ranchi
3. Marital Status: Unmarried
4. Date of Birth: 21/05/1986
5. Gender: Female

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