

Nishita Das

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ABOUT

An MSc Psychology student intending to leverage organizational effectiveness using psychological principles. Interests include Talent Acquisition, Recruitment, Employee Engagement, Change Management and Learning and Development.

INTERNSHIP

Swagat Super Speciality Hospital

HR Intern

Jun - July 2025
Guwahati, India

- Managed full-cycle recruitment for clinical and administrative roles across 4 departments
- Screened 15-20 resumes weekly, identified potential candidates, improving the initial selection process
- Initiated an employee engagement drive that boosted communication and coordination between supervisors and employees
- Observed exit interview of 5+ employees and presented recommendations and changes to reduce the attrition rate

Collab Junction

HR Intern

Jun - Sept 2024
Remote

- Spearheaded the end-to-end recruitment for 3+ departments
- Designed a standardized checklist for the different departments, improving work efficiency by 30%
- Improved employee performance by over 40% by developing a performance improvement plan in collaboration with the team leaders
- Led the Content Writing team and increased content reach by 45% on LinkedIn

EDUCATION

Mount Carmel College

Master of Science in Psychology

Aug 2024 - May 2026
Bangalore, India

- Percentage: 84.28%

Mount Carmel College

Bachelor of Arts in Psychology and Economics

Oct 2021 - May 2024
Bangalore, India

- Percentage: 83.69%

Maharishi Vidya Mandir Senior Secondary School

Secondary High School, CBSE (12th Grade)

Jul 2021
Guwahati, India

- Percentage: 95.16%

St. Mary's Senior Secondary School

High School, CBSE (10th Grade)

Jul 2019
Guwahati, India

- Percentage: 93.5%

CERTIFICATIONS

NPTEL Online Certification: Emotional Intelligence, Scored 95%, Top 1% Nationwide

May 2025

Udemy: HR Analytics using MS Excel for Human Resource Management

Jan 2025

Udemy: Organizational Theory, Design and Change (II)

Sep 2025

SKILLS

- **Core HR Skills:** Talent Acquisition, Employee Engagement, Performance Management
- **Tools:** MS Excel, MS PowerPoint
- **Soft skills:** Communication skills, Assertive Thinking, Presentation skills, Conflict Resolution, Cultural Awareness, Confidentiality