



NIVEDITA SINGH

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Motivated with solid experience in managing new Set of Applicant For The Organization, Insuring Proper Constructive feedback, Detailed Process Training and ensuring Sustainability, Enhancement & Administration. Proven leadership skills in Coordination/Management & public mentor. Critical thinker able to cultivate rapport with individuals to optimize project goals and output, resolve complex problems and deliver innovative improvement strategies. Analytical and organized with the ability to work independently or as a part of a team.

SKILLS

- Google Colab, Python, Numpi, Clustering, Deep-learning, Business Analytics.
- Microsoft Excel, Word, Power-point.
- Analytical Thinking, Team Player.

CERTIFICATIONS

- Human Resource Management Certification from TDA the digital Adda.
- Artificial Intelligence for Business Analysis From Dr. A.P.J. Abdul Kalam Technical University.
- Six Sigma White Belt From Aveta Business Institute.
- Professional Certification in Human Resource Management from it Itronx Solution.

EDUCATION

Master Of Business Administration (MBA): Dr. A.P.J. Abdul Kalam Technical University Lucknow.

Human Resources and Operation Management.

Bachelor Of Science : Chhatrapati Shahu Ji Maharaj University Kanpur.
Science

INTERESTS

- Team Management.
- Operation Management
- Movies, Music, Novels

LANGUAGES

English
Full Professional Proficiency
Hindi
Native or Bilingual Proficiency

WORK EXPERIENCE

Human Resource Recruiter: Rekonnnect

- Sourcing valuable candidate with relevent experince.
- Utilising Resources such as naukri.com, monster.com, Linkedin.
- Interivew candidate with intial rounds of shortlisting.

Certified Internet Consultant : JustDial

- Identified operational problems to implement changes and provide solutions.
- Checked files and verified completeness of notes to organize clients documentation.
- Approaching New Customers and Marketing Products and services.
- Keeping records and Maintaining Customers Relation and retain them.

Operation Specialist : Flipkart

- Making Product List
- Keeping Dispatch Records
- Managing Logistics

INTERNSHIPS

Human Resources Intern at Rohit Surfactants Orivate Limited(RSPL)

Kanpur Uttar Pradesh Sep 2022 - Oct 2022

- Sourcing Right Candidate For the company
- Utilizing Different Platforms Like Naukri, Monster, Linkdin e.t.c
- Shortlisting Right candidate according to company needs and budget.

I hereby declare that the details and information given above are complete and true to the best of my knowledge.

Date -

Place -