

CURRICULUM-VITÆ

NITIN KUMAR

Address:

DLF Phase 1, Nearest Metro
Guru Dronacharya, Gurugram
Haryana 122004

Mobile No:

+91 9457610889

e-mail:

nitin.mba9@gmail.com

Personal Profile:

Nationality : Indian

Gender : Male

Marital Status : Bachelor

Languages : English & Hindi

Area of Specializations:

Human Resources

Finance

IT Skills:

MS Office

Best with Internet

Additional Skills:

Time Management

Positive Attitude

Problem-Solving

Quick Learner

Flexibility & Adaptability

CAREER OBJECTIVE

- I would like to join an organization as an Associate to apply knowledge acquired from previous employer, gain necessary practical exposure & sharpen my skills.

EXPERIENCE

- Having one year work experience as an Executive- HR (under NAPS) at REC Ltd., Corporate Office, Gurugram from December 2023 to December 2024.

Work Profile: Provided support in HR Payroll, Appraisal, Implementation of HR Policies, Training Programs etc.

PROFESSIONAL QUALIFICATION

- Bachelor of Laws from M.J.P Rohilkhand University, Bareilly.
- Master of Business Administration from Punjab Technical University, Jalandhar.

ACADEMIC QUALIFICATION

- Master of Commerce from M.J.P. Rohilkhand University, Bareilly.
- Bachelor of Commerce from M.J.P. Rohilkhand University, Bareilly.
- Intermediate in Commerce Stream from Uttar Pradesh Board, Allahabad.
- High School in Science Stream from Uttar Pradesh Board, Allahabad.

CERTIFICATION PROGRAMME

- Six Months Computer Certificate in Computer Operation from Govt. Polytechnic, Bijnor.
- Three Months Computer Certificate in CCC from NIELIT.

TYPING SKILLS

- Typing Speed in English – 50 WPM
- Typing Speed in Hindi – 45 WPM

DECLARATION

- I hereby declare that all the informations furnished above are correct to the best of my knowledge and belief.

DATE:.....

Signature

PLACE:.....

(NITIN KUMAR)