

NITIN KUMAR

Signature Global Synera, Sector 81, Gurugram, Haryana (122001)

Mobile No. – 9817006632, Gurugram, Haryana 122001, India

Email: nitinjogi1902@gmail.com

www.linkedin.com/in/nitin-kumar-03b457227



CAREER OBJECTIVE

A dedicated HR professional with a rich background in diverse HR functions, I aim to leverage my hands-on experience from Dr. Oetker Company and Bauer Engineering Group to contribute to the growth and success of a dynamic organization. My expertise spans recruitment, employee engagement, and operational HR functions, underscored by a commitment to continuous learning and fostering positive workplace cultures. I am enthusiastic about empowering individuals and organizations through innovative HR practices and am poised to bring a results-oriented mindset, adaptability, and passion for HR excellence to any team.

EDUCATION

IILM University, Gurugram, Haryana

Master In Business Administration (MBA) in Human Resource

Current CGPA- 7 (till 1st Year)

2023 - 2025

Lovely Professional University, Phagwara, Punjab

Bachelor of Business Administration

CGPA- 7

2019 - 2022

12th CBSE

DAV Public School, Yamuna Nagar, Haryana

Commerce

CGPA- 6.5

2019

10th CBSE

DAV Public School, Yamuna Nagar, Haryana

CGPA- 8

2017

EXPERIENCE

Dr. Oetker India Pvt. Ltd.

Description- Human Resources Intern in Production Plant

- Assisted in recruitment: sourcing candidates, initial screenings, and Interview coordination.
- Supported accurate and timely payroll processing.
- Contributed to policy review, design, and implementation.
- Addressed employee concerns and promoted engagement initiatives.
- Participated in performance evaluations and provided feedback.
- Supported compensation and benefits administration, ensuring policy compliance.
- Assisted in performance appraisal and promotion evaluations.
- Facilitated training and development programs.
- Managed business partners and stakeholders for HR and operational objectives.

June 2022 - Jan 2023

SIP In MBA

Bauer Engineering India Pvt. Ltd.

Summer Internship- HR Intern for 2 months.

Description- Human Resources Intern in Corporate Department

- Month-long experience in data management, compliance And pay roll processing.
- Manages master and compliance data.
- Handles appraisal and increment sheets.
- Maintains attendance records.
- Actively participates in recruitment process.
- Committed to team's objectives and skill development.

May 2024 – June 2024

SIP In BBA

Jamna Auto Industries Pvt. Ltd.

Summer Internship- Finance Intern for 2 months.

Description- Finance Intern in Corporate Department.

- Worked as a Financial Analyst and worked upon the data related the manufacturing unit.
- Prepared the detailed Report of the working unit and record all the transactions of the company.
- Worked on the Balance Sheet as well the P&L of the company.

June 2021 - July 2021

ACADEMIC PROJECTS

IILM University, Gurugram, Haryana

Ratio Analysis of ITC Limited

Description -

- Conducted in-depth financial analysis with the help of MS Excel.
- Collect the company's data from the Money-control website.
- Prepared a detailed report interpreting the ratios of the company.
- Compared the 2 years Ratio and finding out the best year for the Company in which they earned profit.

Oct 2023

Excel analysis of the data of Dr. Oetker Company

Description –

- Conducted comprehensive data analysis using Microsoft Excel.
- Collaborated effectively with a team of five members to gather and analyze data.
- Utilized excel to create financial models, forecasts, and projections.

Sept 2023

CERTIFICATIONS

- Successfully completed and earned certification, acquiring advanced knowledge and skills in utilizing **ChatGPT for HR functions**.
- Successfully completed and earned certification, gaining comprehensive knowledge and skills in **Human Resource Management**.
- Successfully completed and earned certification in **SQL Projects**
- Got Certificate in Intra University Poster Making Competition on **Youth Mental Health**.
- Got medal & certificate in Avantika **Cultural Olympiad**
- Red Right Hand- Completed 15 days online non-credit core organized by **Red Right Hand, NGO**

May 2024

Feb 2024

Jan 2024

Aug 2023

Nov 2020

June 2020

SKILLS AND INTEREST

Technical skills

Technical skills include payroll processing, safety program implementation, miscreation, employee records management, Microsoft Office Suite, conflict resolution, maintaining work environment, performance analysis, compensation, benefits, appraisals, training, managing business partners, screening methods, and manpower recruitment.

Behavioural skills

Behavioural skills include emotional intelligence, active listening, decision making, problem-solving, social skills, critical thinking, and empathy.

Language Known

English, Hindi

I hereby declare that the information furnished above is true to the best of my knowledge.

Nitin Kumar