

Kanika Rawat

Phone: +91 7065757529

Email: kanikarawat2204@gmail.com

CAREER OBJECTIVE

Seeking an HR internship to apply academic knowledge in a practical setting. Eager to learn and contribute to recruitment, employee relations, and talent management processes in a dynamic organization.

ACADEMIC BACKGROUND

Standard	Stream	Year	Board/University
Secondary	General	2020	CBSE
Senior Secondary	Humanities	2022	CBSE
Graduation	B.A. Hons in English	Pursuing	School Of Open Learning

Technical Proficiency/Skills

- Computer Skills (MS Excel, Word & PowerPoint)
- Typing Skills in the English Language
- Communication Skill
- Leadership Quality
- Recruitment and Talent Acquisition

Work Experience

- Fresher

Professional Course

- Diploma in Human Resource Management from <https://www.newdelhiymca.in/>
- Certification in Basic Computer from R.B.M.D. Computer Center

Projects (Major/Minor)

MINOR PROJECT

- Minor 1
 - THE IMPACT OF EMPLOYEE MENTAL HEALTH ON WORKPLACE
<https://in.docworkspace.com/d/sIEXiiJbNAdD66a0G>
<https://in.docworkspace.com/d/sIHLiiJbNAdLs2bAG>

Personal Profile

- Father's Name: Praveen Singh Rawat
- Date of Birth: 02/02/2004
- Sex: Female
- Language Known: English & Hindi
- Marital Status: Unmarried
- Nationality: Indian

Declaration

- I hereby declare that all the above information is true and correct to the best of my knowledge and belief.