

## NIDHI PATHAK

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### CAREER OBJECTIVE

Seeking an entry-level HR position where I can utilize my educational background, passion for human resources, and strong interpersonal skills to contribute effectively to the organization's success while further developing my professional expertise.

### EDUCATION QUALIFICATIONS ;

DEGREE	INSTITUTE	YEAR	CGPA / %
Masters in Business Administration	Amity Global Business School, Noida, UP.	2023 - 2025	-----
Bachelor of Arts in Political Science honors.	Maharaja Agrasen College (DU), Vasundhara Enclave, Delhi.	2020 - 2023	71.8%
Senior Secondary School	Jaypee Public School, Noida, UP.	2019 - 2020	93%
Secondary School	Jaypee Public School, Noida, UP	2018	69%

### INTERSHIPS

Human resource intern at Cloudbird Pvt. Ltd. , Noida, UP. (February 2023 - April 2023).

- Posted job listings across various platforms.
- Carried out face to face, telephone and virtual online interviews.
- Maintained employee records.
- Collaborated with clients to assess staffing needs.

Data entry intern at Inhalt, Noida, UP. (August 2022 - September 2022).

- Sourcing of data from major SEO based companies.

Data entry intern at Silica Institute, Noida, UP. (February 2022 - April 2022).

- Gathered data for organization's app development.
- Reviewed and corrected completed work for errors.

## **SKILLS**

- Client collaboration
- Record keeping
- Recruitment and selection
- Data analysis
- Analytical Thinking
- Team Building

## **TECHNICAL SKILLS**

- Advanced Excel
- Powerpoint
- Canva

## **ACHIEVEMENTS**

- Represented traditional textile prints of Kerala at Corporate Meet held at AGBS Noida (2024).
- Volunteer at cloth donation drive "Parvaah" at AGBS, Noida (2024).
- Winner of treasure hunt competition at Maharaja Agrasen College (2023).
- Organized multiple annual quiz competitions as the coordinator of Inquisitive Quiz Society (2023).
- Held IPL auction as the coordinator of Inquisitive Quiz Society (2023).
- Secured second position in poster making competition (2022).
- Winner at poster making competition in inter college competition (Nov 2021).
- First place in intra-college digital poster competition (2021).

## **PERSONAL DETAILS**

**Father's Name:** Mr. Harimohan Pathak

**Mother's Name:** Mrs. Geeta Pathak

**Date of Birth:** 8th December 2000

**Permanent Address:** Sanskriti Apartment, Sector 1 , Greater Noida, West Uttar Pradesh.

## **LANGUAGES**

- English
- Hindi
- Elementary French