



# Rutman Kaur

Student

## Contact

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## About Me

Hi! I'm a psychology graduate, looking for ways to enrich my knowledge and get more a practical experience. I am exceptionally insightful, focused, resourceful and dedicated, with great collaborative and communicative skills

## Skills

- Great communication skills
- Attention to detail
- Creativity
- Analytical skills
- Problem-solving abilities
- Multitasking
- Time management
- Leadership experience
- Empathetic

## Achievements

- Editor for HER Campus at Manipal University, Jaipur.
- Part of the Monthly school newsletter committee.
- Wrote a Research project on Adult attachment
- styles and the feelings of guilt and shame.
- Won several prizes in English, Mathematics, & group singing.

## Education

- **Manipal University**  
*Bachelor of Science (Hons) in Psychology*  
2020-23
- **Indus World School**  
*Higher Secondary (PCB, Psychology)*  
Year of completion- 2019
- *Senior Secondary*  
Year of Completion- 2017

## Experience

- **Human Resource Intern** Sept 2024-Present  
*Youth India Foundation*  
Assisted in recruitment by scheduling interviews and screening resumes and maintained employee records as well.
- **Workshop Coordinator** Nov 2024-present  
*The minds matter*  
Designing and facilitating online workshops/ Instagram live sessions aimed at mental wellness, selfcare, and personal development.
- **Digital Marketing and HR intern** Nov 2023-present  
*Oilin*  
Assisted with social media management, content creation, and SEO strategies to increase online visibility. Supported recruitment by posting job listings and coordinating interviews.

## Certificates and Diploma

- Cognitive Behavioral Therapy course
- Post Graduate Diploma in Human Resource Management (currently undergoing)
- Buddhism and modern Psychology- Princeton University
- Google Digital Marketing and E-commerce course.
- Psychological reseach specialisation (currently undergoing)