

RITIKA RANA



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Sec-10, Gurugram, Haryana

PROFILE

To pursue a career in a competitive environment where I am constantly pushed to use my strengths and skills innovatively to ensure that the integrity of the organization is enhanced, and I can add value to the company

SKILLS

- Quick Learner
- Strong Communication
- Management
- Decision making skills
- Problem-Solving
- Flexibility and adaptability
- Devotion to my work
- Leadership

EXPERIENCE

August 2022- September 2022

Human Resource Intern, Hero MotoCorp Ltd.

- Worked under a Project "Training Needs Identification"
- Screening resumes and application forms
- Coordinated with seniors in organizing training and events

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (FINANCE AND HUMAN RESOURCE)

Rao Tula Ram College of Commerce and Science
Gurugram University

2021-2023

- result awaited

BACHELOR OF BUSINESS ADMINISTRATION

Rao Tula Ram College of Commerce and Science
Gurugram University

2018 - 2021

- Percentage- 70%

SENIOR SECONDARY SCHOOL

Dev Samaj Vidya Niketan Sr. Secondary School, Gurugram

2017-2018

- Percentage - 79%

ACHIEVEMENTS

- Participated in International conference (Opportunities in crisis: Re-inventing Business Models)
- Certified Advance Diploma in Computer Accounting with A+ grade
- Google Data Analytics Professional certificate
- Advanced Excel certificate

LANGUAGES KNOWN

- English
- Hindi