

KAVITA JANGIR

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Career Objective:

To pursue a highly challenging and motivating career that provides an opportunity to work on outstanding projects and to be recognized as a responsible and competent professional.

Academic Qualifications:

Examination	Institution/Board	Year of Passing	Percentage
MBA (Major: Human Resource, Minor: Marketing Management)	Banasthali Vidyapith, Rajasthan	2015	60
BBA	Banasthali Vidyapith, Rajasthan	2013	74
12 th	Kendriya Vidyalaya, Bareilly (CBSE)	2010	79
10 th	Kendriya Vidyalaya, Bangalore(CBSE)	2008	72

Industrial Exposure:

Graduation	Tulip Data Center Services Pvt. Ltd.	May 2011- June 2011
Topic	<ul style="list-style-type: none">▪ Recruitment and Selection	
Responsibilities	<ul style="list-style-type: none">▪ Study of practical application of recruitment procedure.▪ Invited many applicants for the job vacancies of the company.▪ Survey related to the selection procedure.▪ Participated in CSR activities conducted by the company.	
Achievements	<ul style="list-style-type: none">▪ Received appreciation for inviting good and relevant resumes for desired jobs.	
Post-Graduation	Bharti Airtel Pvt. Ltd.	June 2014- July 2014
Topic	<ul style="list-style-type: none">▪ Training and Development	
Responsibilities	<ul style="list-style-type: none">▪ Study of basic concepts of Training.▪ Analysis of training needs of employees.▪ Study of methods of Training and Development.	
Achievements	<ul style="list-style-type: none">▪ Received appreciation for providing assistance in training program.	

Awards and Achievements:

- Participated in number of debate and presentations in college and school level.
- Won many dance events at school level.
- Won first prize in science exhibition (environmental issues) at school level (2007).
- Participated as a member of National Service Scheme (2010-2012).
- Group representative of discipline committee in management fest (2011, 2012).
- Organized opening and closing ceremony of sports event.
- Organized and conducted cultural event of college fest.

My Strengths:

- Team player with exceptional interpersonal and presentation skills.
- Good communication and analytical skills.
- Adept at managing multiple, diverse tasks simultaneously.
- Definite abilities in leadership, planning, and organizational decision making and team building.

Computer Proficiency:

- Microsoft Office: Word, Excel, Power Point
- Windows 8, 7, XP

Personal Details:

- Father's Name : Ishwar Singh Jangir
- Date of Birth : 24 Oct 1992
- Address : Sector 31D, Chandigarh

References:

- Dr. Harsh Purohit
(Professor, Dean & Chairman - ICICI Bank CBFSTI)
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