
RESUME

PRINCY KUMARI

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CAREER OBJECTIVE

A management student striving to gain a foothold in the HR profession, and to increase my productivity with the sole aim of maintaining industry standards and striving for perfection.

ACADEMIC CREDENTIALS

Master of Business Administration, Human Resource Management

Ashoka Business School, Nashik-Maharashtra affiliated by SPPU pursuing final semester (2017- 19)

Bachelor's Degree in Commerce

Savitribai Phule University of Commerce & Science, Pune-Maharashtra (2013-16)

HSC

K.V.N.R.C. affiliated by CBSE BOARD completed with 60% (2011-12)

SSC

K.V.N.R.C. affiliated by CBSE BOARD completed with 71% (2010-11)

OTHER EDUCATIONAL DETAILS

- MS-CIT
- Tally

PERSONAL SKILLS

- Flexible
- Dedication
- sense of fairness
- Team Work
- Multi-tasking.

WORK EXPERIENCE

- **HR Executive at Siva Sai Exports Vinchur.**
06/08/2019 – Present

Exports processed Fruits and Vegetables in Foreign countries.

Job Responsibilities

- Scheduling and Conducting Interview.
- Joining Formalities.
- Conducting Induction programs for new employees.
- Exit formality of the employees.
- Conducting training programs for the employees.
- Updating Attendance and Leave records.
- Preparing Weekly Scrum sheet and Presentations.
- Booking Hotels for Russian team.
- Helped in Preparing Performance Measurement Structure (PMS).
- Helped in Preparing Structure for Performance appraisal.

- **Intern HR at Armstrong Machine Builders Pvt. Ltd Nashik.**
09/2018 – 10/2018

Armstrong is a leading Intralogistics & Warehouse Automation Solution Provider.

Achievements/Tasks

- Recruitment
- Training and Development among Employees
- KPI and KRA for different department

- **Intern HR at Ashoka Education Foundation Nashik.**
06/2018 – 07/2018

Educational institutions of learning and holistic human development at all levels from School to University,

Achievements/Tasks

- Analyzing the needs of Training and Development at Educational Institute

WORKSHOPS

1. National level Conference on Role of Startups in Evolution & Development of Indian Industry (Under Quality Improvement Program SPPU).
2. Attended a seminar on “writing and teaching case study” by Dr. Vinay Kumar from IIM Mumbai at Ashoka Business School, Nashik on 23 Jan 2019.

PERSONAL DETAILS

Date of Birth:	26 Dec, 1994.
Gender :	Female.
Marital Status:	Unmarried.
Language Known :	English, Hindi, Marathi.
Hobbies :	Reading, Gaming, Sports.
Address :	Flat No.8 Sumangal Apt, Vastu Park Jai Bhawani Road -Nashik (MH)

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge. If given a chance, I will try my best to come true to your aspirations and will prove my mettle in most trying situations.

Date

Place : Nashik

Yours Sincerely

(Princy Kumari)

