

EDUCATION

Bachelor of Technology (B.Tech), Electronic And Computer Engineering

National Institute Of Advanced Manufacturing And Technology

2023 - 2027

Senior Secondary (XII), Science

Royal Public School, Wazirpur

(CBSE board)

Year of completion: 2022

Diploma, Computer Application

Saraswati Computer Centre, Bhawani Enclave

2017 - 2019

WORK EXPERIENCE

Hr Operations Manager

Mahika Mishra Foundation, Virtual

Internship • Jul 2023 - Present (8 months)

Managing Documents and Hiring Tracker

Taking Orientation of Interns

Community Manager

Nblik, Virtual

Internship • Jul 2023 - Aug 2023 (1 month)

POSITIONS OF RESPONSIBILITY

HR Operations manager

Taught students

Assembly incharge

SKILLS

MS-Excel

Intermediate

Python

Advanced

English Proficiency (Spoken)

Intermediate

MS-Office

Intermediate

MS-PowerPoint

Intermediate

HTML

Advanced

**English Proficiency
(Written)**

Intermediate

**Social Media
Marketing**

Beginner

Event Management

Intermediate

Operations

Intermediate

CSS

Advanced

JavaScript

Intermediate

Node.js

Intermediate

Express.js

Intermediate

ADDITIONAL DETAILS

Qualified NDA written exam (twice) conducted by UPSC

Won Rhetorix (presentation competition at NIT
Jameshedpur)

Got third position out of 36 teams