

NANDINI KULSHRESHTHA

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SUMMARY

- Excellent interpersonal skills and ability to work as an individual and a team player.
- Strong communication skills and ability to manage time efficiently.
- Knowledge of psychological development and practices to improve skills to increase success.
- Ability to generate, build and maintain professional client relationships.
- Developed knowledge and skills required to engage in practice or research in areas within psychology.

EDUCATION

University of Waterloo

Sept. 2017 to Current

BA Psychology with Minor in Human Resource Management 2021

Relevant Psychology Courses : Organizational & Social Psychology Basic Research Methods, Personnel Psychology, Psychopathology & Cognitive Processes.

Relevant Business Courses: Introduction to Business in North America, Microeconomics, Accounting, Professional & Business Ethics, Data Analysis.

Relevant HRM Courses: Basic Human Resources Management, Strategic Planning, Compensation, Health and Safety, Labour Relations, Training and Development, Organizational Psychology

EMPLOYMENT

iEnergizer IT Services Pvt. Ltd.

Noida, Uttar Pradesh, India

HR Analyst

May 2017 to July 2017

- Understood the organization's HR processes & policies of the company.
- Understood what financial analysis is and then collected & analyzed Human Resource data to improve the organization's workforce performance.
- Understood what CSR policies are and how does it work.

PolyPlex

Noida, Uttar Pradesh, India

Analyst

June 2016 to Aug. 2016

- Analysis of Business Environment - PESTLE/SWOT.
- Financial Analysis - collected & analyzed Human Resource data to improve the organization's workforce performance.
- Understood about the organization's awareness of management principles, products, and industry.

SKILLS

TECHNICAL SKILLS: Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Mac OS, Windows, Microsoft Publisher, G Suite, 0365

INTERPERSONAL SKILLS: Hardworker, Fast Learner, Extrovert, Attention to Detail, Organised, Team Player, Leader, Event Planning, Creativity, Communication, Customer Service, Talent Planning and Management, Recruitment, Work Ethics

AWARDS

Udemy · HR Agile HR Fundamentals(Human Resources)

May 2020

Credential URL: <http://ude.my/UC-49c17d7e-46a6-4e55-b101-c0bebeceff0e>

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ACTIVITIES

Sigma Lambda Gamma Society · Vice President

Sept. 2020 to Current

Hosted & organized multiple sisterhood events and the initiation ceremony for the new sisters

Oversee the sisterhood unity aspects and to take charge of the meetings and events in the absence of the president.

Sigma Lambda Gamma Society · Social Chair

Sept. 2019 to Apr. 2020

- Hosted multiple events for SLG Sorority and donated funds to a non-profit organization.
- Interviewed and recruited sisters to join the sorority.
- Represented my sorority in the greek community.

Sigma Lambda Gamma Society · UW Greek Council Representative

Sept. 2018 to Sept. 2019

I acted as the liaison between Sigma Lambda Gamma and the UW Greek Council at the University of Waterloo. I had to attend all the meeting and keep the sisters updated about the current events and news to them. I represented my sorority in the meeting

VOLUNTEERING

University of Waterloo, Conversation Partner · Volunteer Waterloo, ON

Jan. 2019 to Apr. 2019

- I was paired with an international student who is an English language learner to provide a cross-cultural experience through conversation and activities around the city with the partner and help them around the campus to settle in and help my peer with a better and friendly experience with a foreign language.

Pet Patrol Cat Adoption and Rescue · Volunteer Wallenstein, ON

Sept. 2018 to Dec. 2018

Soup Kitchen · Volunteer Kitchener, ON

Jan. 2019 to Mar. 2019

MUN in Genesis Global School · Volunteer

Oct. 2017 to Oct. 2017

Genesis Global School, Noida, Uttar Pradesh, India

- Model United Nations (MUN) is meant to engage students and allow them to develop a deeper understanding of current world issues. I participated in double delegation and represented Argentina. During this, it helped me to work on my speaking, debating, writing skills, critical thinking, teamwork, and leadership abilities. It gave me a chance to work on my confidence.

Round Square Conference in Genesis Global School Noida, India

Oct. 2015 to Oct. 2015

- I participated in the discussion about our environments, planted trees, did outdoor activities and came out with solutions and suggestions to save our environment.