

Nisha Kumari

LinkedIn: [linkedin.com/in/nisha-kumari-333391247](https://www.linkedin.com/in/nisha-kumari-333391247)
Email: nishakumari13235@gmail.com
Mobile: +91-7004482591



SKILLS

- **Tools/Platforms:** Microsoft, Biorender, Chem sketch
- **Soft Skills:** Problem-Solving Skill, Team Player, Project Management, Adaptability, Leadership, Result oriented

INTERNSHIP

Mentorsity	Feb 2025(Present)
<i>Human Resource Intern</i>	
<ul style="list-style-type: none">• Actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process• Auditing orientation sessions, handling necessary documentation, and providing initial and ongoing training for interns.• Assigning mentors, facilitating regular check-ins, and providing continuous feedback and support to interns.• Collecting and analysing feedback from interns and supervisors to evaluate performance and make improvements to the program.	
Stacks used: Microsoft outlook, Google forms, Google meets, Airtable, Excel	
Scott Edil Pharmacia	Jun 2023-Jul 2023
<i>Pharmaceutical Industry Intern</i>	
<ul style="list-style-type: none">• Contributed to the testing of raw materials as IPQC.• Assisted in maintaining quality documents, including SOPs, validation protocols, and reports.• Participated in internal audits and prepared documentation for external audits.	
Stacks used: Teamwork, Pharmaceutical Knowledge, Pharmacovigilance, good manufacturing Practice	
Paras Hospital	Jun 2022 - Jul 2022
<i>Hospital pharmacist</i>	
<ul style="list-style-type: none">• Assisted in monitoring medication inventory levels, ordering supplies, and checking expiration dates.• Assisted in preparing and dispensing medications to patients, ensuring accuracy and compliance with prescriptions.• Participated in internal audits and prepared documentation	
Stacks used: Team work, Documentation, Electronic Health Record	

PROJECTS

Designing an HR AI Interface	Dec 2024
<ul style="list-style-type: none">• Identified the needs and challenges HR professionals face, as candidate screening and performance tracking.• Enhanced communication features within the app to enable better collaboration between teams and HR professions.	
Brand To Unbranded- Project	Aug 2024
<ul style="list-style-type: none">• Created and sold handcrafted mandala art.• Used social media platforms to promote the brand, increasing visibility and attracting a loyal customer base.• Optimized pricing, enhanced service, and improved products through customer feedback.	
Management of Tuberculosis- Review article:	Aug 2023- Mar 2024
<ul style="list-style-type: none">• Analyzed historical and current clinical trial data for TB treatment.• Evaluated the impact of public health policies on TB control and prevention.	
Ocular Drug Delivery- Book Chapter	Dec 2023
<ul style="list-style-type: none">• Ideal properties of ocular medication, Novel routes of administration• Intraocular barriers, Ocuserts and recent trends	

CERTIFICATES

• AI in HR- Keka Academy	Nov 2024
• Recruitment process- Keka Academy	Nov 2024
• Complete Analytical Excel – Excel course by Grant Thornton	Jun 2023

ACHIEVEMENTS

• Female Hygiene Management International Conference 1st prize in Painting Competition	Nov 2023
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EDUCATION

Lovely Professional University	Phagwara, Punjab
<i>Masters in Business Administration -Present</i>	Since Aug 2024
Lovely Professional University	Phagwara, Punjab
<i>Bachelor of Pharmacy; CGPA: 8.84</i>	Aug 2020 - Jul 2024
M.R.J.D College	Begusarai, Bihar
<i>Intermediate; Percentage: 81.3%</i>	Apr 2018 - Mar 2019