

Nisha Kumari

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SKILLS

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

INTERNSHIP

Gokboru | Noida, Uttar Pradesh

Jun 2025-Jul 2025

Business Development Intern

- Conducted lead generation and market research to identify new opportunities in the tech hiring domain.
- Successfully converted **50+ leads** for technical roles through B2C outreach and strategic communication.
- Supported the agreement process by assisting in client onboarding, resolving queries.

Stacks used: Zoho Meeting, Mailspring, Google meet, MS Excel, LinkedIn

Mentorsity | Ghaziabad, Uttar Pradesh

Feb 2025-Jun 2025

Human Resource Intern

- Administered telephonic interviews in the First month, **converting 20 candidates weekly** for creative and marketing role.
- Managed end-to-end intern documentation, including email communication, onboarding, and designing offer letters.
- Handled employee performance tracking, including termination of non-performing interns and daily reporting of task updates.
- Evaluated intern attendance and work logs at the end of each month to support performance reviews and compliance reporting.

Stacks used: Microsoft outlook, Google forms, Google meets, Airtable, Excel, Canva

Scott Edil Pharmacia | Chandigarh

Jun 2023-Jul 2023

Pharmaceutical Industry Intern

- 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

PROJECTS

Addressing Skill Gaps in Organizations- Webinar | LPU

Dec 2024

- Carried out a needs assessment survey to identify skill gaps among students.
- Designed and delivered a training module on communication, leadership, mental health, and tech skills.
- Organized and hosted a webinar with industry experts, managing promotions and collecting participant feedback.

Designing an HR AI Interface | LPU

Dec 2024

- 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 | LPU

Aug 2024

- 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.

Ocular Drug Delivery- Book Chapter | LPU Publications

Dec 2023

- 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| LPU**
1st prize in Painting Competition

Nov 2023

EDUCATION

Lovely Professional University

Phagwara, Punjab

Masters in Business Administration - **CGPA: 8.20 (Present)**

Since Aug 2024

Lovely Professional University

Phagwara, Punjab

Bachelor of Pharmacy; **CGPA: 8.24**

Aug 2020 - Jul 2024

M.R.J.D College

Begusarai, Bihar

Intermediate; **Percentage: 81.3%**

Apr 2018 - Mar 2019