

NUPUR PRASAD
PGDM | 2019-2021

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ACADEMIC QUALIFICATIONS

Year	Qualification	Institute	Subjects	%/ CGPA
2019-2021	PGDM	Apeejay School of Management, New Delhi	HR & marketing	6.73/10
2016-2019	BA PROGRAM	Bharati College, university of Delhi	Economics & Computer	6.56/10
2016	Class XII (CBSE)	Modern Convent School, New Delhi	Commerce	78%
2014	Class X (CBSE)	Modern Convent School, New Delhi	ALL	7.4/10

WORK EXPERIENCE

CLOUDTHAT TECHNOLOGY

HR RECRUITER

JUNE 2021 – PRESENT

- I Have worked on companies ATS(Aviahire) to keep the record of each candidates.
- I Have worked closely with the hiring managers and department managers to understand their requirements for each position.
- I Have done hiring for both Technical as well as non- technical position.
- I Have used various platforms (Naukari.com, Indeed.com, Monster.com, Hirist.com, internshala, Linkedin) for sourcing candidates.
- Done headhunting for specific profiles.
- I have been involved in campus hiring and hiring drives for interns both for technical and non- technical roles.
- I have met hiring targets within the time limit.
- I have worked closely with HR operation teams to roll out offers.

DB SCHENKER

INTERNSHIP

MAY 2020 – JULY 2020

- Job position- **Team work for Research Project.**
- Conducted research involved primary research and secondary research on the topic “Paradigm shift in HR practices during COVID – 19 Times
- In Primary Research – Interviewed five HR managers of various organizations.
- Secondary Research – Gone through various articles and company sites.
- Interaction with the lower level employees of various organizations.

RESEARCH PROJECT

- Done human resource research project to understand and analyse whether the working professionals are able to work in a stress-free environment.
- Done both primary and secondary research.

CERTIFICATIONS

- Digital Marketing Course by GOOGLE (Apr 2020 - May 2020)
- Excel Skills for Business: Essentials by COURSERA (August2020 - September 2020)
- Human Resource Crash Course by UDEMY (March 2020 – April 2020)

EXTRA-CURRICULAR ACTIVITIES

- Won third prize for content writing competition conducted by Apeejay School of Management.
- Member of HR Club at Apeejay School of Management.
- Member of decoration team in Synergy conducted by Apeejay School of Management.

SKILLS AND COMPETENCIES

- **PLATFORMS:** Microsoft XP, Windows 7 and 10
- **TOOLS:** MS Office (Excel, Word & Power Point, Publisher).
- Highly adaptable to new environments.
- Deep interest in learning and working.
- Initiative to take new responsibilities and good interpersonal skills