

# Curriculum vitae

**Nisha Rani**

E-Mail : nisha4050@gmail.com

Address: H.No-39, DDA Flat,  
GTB Enclave, Dilshad Garden Delhi -110093  
Contact no.: +91-9717724397

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## **CAREER OBJECTIVE**

I am a creative and inventive thinker and possess superb communication skills, open up colleagues and interact with children, find out exactly what they need and can draw their interest. I want to develop my career in a fast moving environment and is currently looking for a suitable position with an institution that values passion, positivity, integrity and hard work.

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## **EDUCATION**

<b>C.C.S. University</b> B.ed (pursuing)	<b>2017-2019</b>
<b>Delhi University</b> B.Com	<b>2011</b>
<b>C.B.S.E. Board</b> Senior secondary school	<b>2008</b>
<b>C.B.S.E. Board</b> Higher secondary school	<b>2006</b>

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## **EXTRACURRICULAR ACTIVITIES**

Debating, Poster making, Sports (Net Ball, Basket Ball).

Senior state champion in Net ball.

Typing knowledge of English and Hindi.

Diploma in computer application

### **Working knowledge**

One year experience in school as teacher.

Presently working as HR Assistant.

## Job Responsibilities

- Managing Recruitment process under HR Manager.
- Initial Screening & short listing of candidates, Scheduling candidates for interviews.
- Follow up with the candidates till end Process.
- Get the joining formalities completed for new recruits
- Conducting induction for new joiners, providing manuals and Job descriptions and take acknowledgements
- Taking Care about all the joining formalities filling the form, issuing the offer letter etc.
- Keep track of Stationary and place request for purchase on requirements.
- Perform other duties as assigned from time to time.
- Making the Job Description and updating same.
- Searching profiles on various portal.
- Getting the profiles from consultants.
- Coordinated from branches for Daily Attendance Sheet.
- Daily Check Bio metric Attendance Punch IN / Out of all Branch Staffs.
- Also maintained current order files for tender department.

## PERSONAL INFORMATION

Name	Nisha Rani
Father's Name	Mr. Nanak Chand
Date of Birth	09 Apr 1990
Gender	Female
Marital Status	Married
M.No. and E-mail	9717724397, nisha4050@gmail.com
Nationality	Indian

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## **DECLARATION**

I hereby declare that the information given above is true to my knowledge.

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**Name: Nisha Rani**

**Place: Ghaziabad**