

Nishi Kumari Singh

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Current Address- JK Business School, Damdama Lake Road, (Haryana), Gurugram, Haryana, Pin- 122102.

Permanent Address- HNo.4, New Pundag, Jagnath Vihar, Ranchi, Jharkhand.

D.O.B – 15-12-1996

Summary

Self-motivated and aspiring towards career in Human Resource Management

Internship

IMS, Ranchi

- Conducting scholarship test for college students
- Creating proposals for colleges
- Counselling students

Blitzjobs, Bangalore (1st June,2021 -31st August,2021)

- Learned to screen the resumes
- Conducted structured interviews and onboarding process for job seekers
- Job search from different portals
- Conducted client acquisition interviews and onboarding process
- Report every day work updates on excel sheet

Education

- PGDM- Human Resource, 2020- present, JK Business School, Gurgaon
- B. Com- Accounts Honours, 2015 – 2018, Ranchi University, Yogoda Satsanga Mahavidyalaya
- Higher Secondary Education, 2013 – 2015, Jharkhand Academic Council, Satsanga Mahavidyalaya
- Secondary Education, 2011 – 2013, Central Board of Secondary Education, Satsanga Mahavidyalaya
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Certification

- Completed Excel 2019 – LinkedIn
- Completed Human Resource Foundation – LinkedIn
- Completed Strategic Human Resources – LinkedIn
- Completed Excel Quick Tips- LinkedIn
- Completes Excel Essential Training- LinkedIn

Key Skills

- Tally
- Ms Office

Accomplishments

- 1st prize- kho-kho tournament - 2015
- 3rd position- 100mtr. race
- Active participation in cultural events- 2015 onwards