

Nandita Singh

South Delhi, DELHI, IN
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Willing to relocate: Anywhere

Work Experience

Freelance Screenwriter in Indian Film Industry

Vision & Vision Pvt Ltd

January 2019 to Present

Worked as HR Manager in HR Department -- Vision & Vision Pvt Ltd

HR & E-commerce Manager

Brics India Trade Pvt Ltd - Delhi, Delhi

February 2020 to March 2020

Due to Covid company went into loss

Management Trainee(Area Sales Manager)

Redington India - Mumbai, Maharashtra

November 2017 to November 2019

Intern in HR Department

Indian Oil Corporation Limited - Kolkata, West Bengal

June 2017 to October 2017

Intern in Marketing Department

Steel Authority of India - Kolkata, West Bengal

June 2014 to July 2015

Duration-2nd April, 16 - 31st May, 16.

B category driving licence from 17/08/2011

HR executive

HR Department at Gateway Abroad - Kolkata, West Bengal

June 2013 to August 2013

Management Trainee in HR Department

Apollo Gleneagles Hospitals - Kolkata, West Bengal

July 2012 to August 2012

Education

Post Graduate Diploma In Management in General Management

MIT School of Business - Pune, Maharashtra

2015 to 2017

Bachelor's of Business Administration in Business Communication, Business Economics, Mathematics

Nshn College of Management and Technology - Kolkata, West Bengal

2011 to 2014

Diploma in Multimedia and Animation in Adobe

St. Xavier's College - Kolkata, West Bengal

2011 to 2012

Diploma in Basic and Advance in organisation

NIIT - Kolkata, West Bengal

2010 to 2011

AISSCE in Humanities

Ashok Hall Girls' Higher Secondary School - Kolkata, West Bengal

2011

Name and type of organisation

NIIT - Kolkata, West Bengal

2009 to 2010

AISSE in English

Ashok Hall Girls' Higher Secondary School - Kolkata, West Bengal

2008

Skills / IT Skills

- Good communication skills