

# Kanishk

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## EDUCATION

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### Jamia Millia Islamia

*Bachelor of Science in Chemistry, Minor in Maths*

Delhi

*Aug. 2020 – June 2023*

### IIIT Delhi

*Bachelor of Technology in Electronics and C*

Delhi

*Aug. 2018 – Jan 2020*

## INTERNSHIPS

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### HR Intern

*IPSS Global Pvt Ltd*

April 2024 – June 2024

*Delhi*

- Handled end-to-end recruitment activities, from Job Postings to Orientation.
- Responsible for written and verbal communication between teams, drafting offer letters and other documents.
- Managed Excel Dashboard, Employee Data and other day to day activities.

### HR Team

*E-Cell JMI*

Jan. 2022 – July. 2022

*Delhi*

- Prepared Minutes of meeting for the groups.
- Interviewed and recruited team members for various teams.
- Responsible for communication between different teams and managing team data

## SKILLS

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Interpersonal Communication

Mass Hiring

Analytical skills

Emotional intelligence

Microsoft office

Python