

Nitu Kumari

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| <b>EDUCATION</b>   |  |  |                      |
|--|--|--|----------------------|
| <b>DEGREE</b>  | <b>%/CGPA</b>  | <b>INSTITUTE</b>                         | <b>YEAR</b>          |
| MBA  | 8.2  | Dayalbagh Educational Institute, Agra    | 2020-2022            |
| BBA  | 57 %   | Dayalbagh Educational Institute, Agra    | 2019                 |
| XII  | 67 % (C.B.S.E)   | Ishan International Public School, Patna | 2016                 |
| X  | 60% (I.C.S.E)  | Red Carpet High School, Patna            | 2014                 |
| <b>WORK EXPERIENCE/INTERNSHIP</b>  |  |  |                      |
| <b>ORGANIZATION</b>  | <b>LEARNING</b>  |  | <b>YEAR</b>          |
| Sudhir Power Limited   | <ul style="list-style-type: none"><li>Recruitment &amp; Selection Processes, Data Management, Performance Management and Payroll.</li></ul>  |  | June 2018-July 2018  |
| Iifa Fashion Institute   | <ul style="list-style-type: none"><li>Organizing Interviews, Onboarding and sending offer letters, Maintaining the attendance sheets</li></ul>   |  | Mar 2019- June 2019  |
| Medcure Organics Limited   | <ul style="list-style-type: none"><li>Data Collection and Back-end Processes.</li></ul>  |  | July 2019 - Nov 2019 |
| MCS Services   | <ul style="list-style-type: none"><li>Preparation of Salary Management, Reviewing Resumes and Applications, Maintaining Attendance sheet and Conducting Telephonic Interviews.</li></ul> |  | Jan 2020 – June 2020 |
| <b>PROJECTS</b>  |  |  |                      |
| <b>NAME OF PROJECT</b>   | <b>LEARNING</b>  |  | <b>YEAR</b>          |
| Problems And Emerging Challenges of Human Resources Management of shoe Businesses In Agra.   | <ul style="list-style-type: none"><li>Human resource planning.</li><li>Recruitment</li><li>Training and development.</li><li>Job analysis and evaluation..</li></ul>                     |  | 2019                 |
| <b>PROFESSIONAL SKILLS</b>   |  |  |                      |
| <ul style="list-style-type: none"><li>Proficient with MS-Office, Communication Skills, MS Excel, Photo shop, Coral.</li></ul>                                    |  |  |                      |
| <b>POSITIONS OF RESPONSIBILITY/VOLUNTARY ACTIVITIES</b>  |  |  |                      |
| <b>ROLES</b>   |  |  | <b>YEAR</b>          |
| <ul style="list-style-type: none"><li>Volunteered Open day Celebration at D.E.I</li></ul>  |  |  | 2018                 |
| <ul style="list-style-type: none"><li>Team leader for the culture event at Ishan International Public School, Patna</li></ul>                                    |  |  | 2015                 |
| <ul style="list-style-type: none"><li>Culture and Assembly Head at Red Carpet High School, Patna</li></ul>   |  |  | 2014                 |
| <ul style="list-style-type: none"><li>Class representative ( X - XII) at Ishan International Public School, Patna</li></ul>                                      |  |  | 2014-2016            |
| <b>ACHIEVEMENTS</b>  |  |  |                      |
| <ul style="list-style-type: none"><li>Stood 1<sup>st</sup> in Dancing and 2<sup>nd</sup> in Singing and Essay writing (Pollution due to urbanization).</li></ul> |  |  | 2014-2013            |
| <ul style="list-style-type: none"><li>Stood 1<sup>st</sup> in Science Olympiad competition and in Poster Making competition.</li></ul>                           |  |  | 2012                 |
| <ul style="list-style-type: none"><li>Stood 1<sup>st</sup> in Race</li></ul>   |  |  | 2015                 |
| <b>OTHER INTERESTS</b>   |  |  |                      |
| Playing Badminton, Painting and Travelling and Singing   |  |  |                      |