

NANDINI GARG

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WORK EXPERIENCE

V5 GLOBAL SERVICES PRIVATE LIMITED – HR Associate (Internship)

July 2023-Sept 2023

- Supported the recruitment process by posting job ads, screening resumes, and scheduling interviews.
- Coordinated with hiring managers to understand job requirements.
- Facilitated the onboarding process for new hires.
- Prepared the onboarding materials and documentation.
- Coordinated with IT and other departments to set up workstations and access.
- Hired the employees for airtel project.

THE HOMES – Marketing Executive

January 2024– Present

- Conducted market research to identify potential markets, customers, and competitors.
- Analyzed market trends, customer needs, and industry developments.
- Developed and maintained strong relationships with clients, partners, and stakeholders.
- Identified and generating new business leads through various methods such as networking, cold calling, and attending industry events.
- Formulated business development strategies to achieve organizational goals.

Project

“STITCHING THE CHANGE” ENACTUS

Aug 2021- May 2022

- Empowered the women from marginalized sections by making them financially independent using the existing skill(stitching and sewing) they have and set up business of cloth bags manufactured from defective cloth pieces.

“MASCOT”

Aug2023- Nov 2023

- Organized an event during my masters in college.
- Ensured that all aspects of the event are progressing as per the plan.
- Securing funding and sponsorships from external sources.

EDUCATION

Invertis University, Bareilly

Aug 2022-Jul 2024

Master’s in business administration (Marketing and HR)

Invertis University, Bareilly

Aug 2019– Jul 2022

Bachelor’s in commerce (Hons. in Finance and Marketing)

Bal Vidya Mandir Senior Secondary School

April 2018- Mar 2019

Intermediate in Commerce

ADDITIONAL INFORMATION

- **Core Skills:** MS Office, MS Excel (Advanced), Leadership Skills, Communications Skills.
- **Certification:** Digital Marketing, Infinity Personality Development Program (Rise and Shine), MASCOT.
- **Courses:** Payroll Management, Microsoft Excel, Marketing Analysis.