

NISHI KUMARI

Date of Birth: 31-JULY-1998

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Mobile: 6393235345

Address: Mushaib Ganj, Thakurganj, Lucknow.

CAREER OBJECTIVE

Seeking an important and challenging role in an organization where I can attract with the new people and show My abilities .

PERSONAL QUALITIES

- Innovative thinker and excellent leadership qualities.
- Excellent in influencing the people.
- Efficient in communicating well in writing and verbal both.
- Able to motivate and negotiate with the people.

EXPERIENCE

Internship in shining star pvt ltd work as HR Executive

Assist the HR manager in planning of Organizational recruitment.

Take the interview of the recruiters.

Make the joining documents of recruiters.

Convey the Policies and rules to the employees.

Maintain the records of employees.

Track the daily attendance of the employees.

Present the employees performance report in front of HR manager.

ACADEMIC

- MBA FROM DSMNRU (PURSUING).
- B.COM FROM DSMNRU 2021.
- INTERMEDIATE FROM ISC BOARD 2018.
- HIGH SCHOOL FROM ISC BOARD 2016.

PERSONAL DETAILS

FATHER NAME : VIMAL KUMAR
ADDRESS : MUSHAI B GANJ THAKURGANJ LUCKNOW
MARITAL STATUS : UNMARRIED
DATE OF BIRTH : 31ST JULY 1998
LANGUAGES KNOWN : ENGLISH, HINDI,
NATIONALITY : INDIAN
LOCATION PREFERENCE : LUCKNOW

COMPUTER LITERACY

- Competency in running Microsoft Office, Excel, Word & PowerPoint.
- O LEVEL COURSE (PURSUING)

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge.

NAME: NISHI KUMARI

PLACE: LUCKNOW

DATE: