

KIRTI SINGH

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OBJECTIVE

I recently completed my MBA with dual specializations in HR and IT, complemented by a background in Commerce. My professional journey includes valuable experience in both the cement and IT sectors, where I've honed my expertise in HR policies and IT systems. I am enthusiastic about applying my skills to contribute meaningfully to an innovative organization that values continuous learning and growth in both HR and IT domains.

PROFESSIONAL EXPERIENCE

HR Intern

Aug 2023 - October 2023

Adani cement Ltd. Lucknow .

Assisted HR team with recruitment, onboarding, and training. Updated employee records and conducted data analysis. Collaborated on HR projects.

IT Intern

September 2023 - October 2023

Bloohash Technologies Pvt Ltd . Lucknow .

Assisted IT team with troubleshooting technical issues, conducted system updates, and supported end-users with software and hardware problems during internship.

EDUCATION

MBA

December 2022 - August 2024

ICCMRT (affiliated to AKTU) . Lucknow .

BBA

August 2019 - September 2022

KNIPSS (Affiliated to Dr RMLAU). Sultanpur .

Intermediate

Mar 2018 - Mar 2019

Maharishi Vidya Mandir (C.B.S.E). Sultanpur .

High school

April 2016 - March 2017

Jeet Bahadur Singh U M V L (U.P. board). Ambedkar Nagar.

COURSES AND CERTIFICATES

Business computer applications

April 2023 - July 2023

ICA Education skills . Lucknow .

Advance Excel

April 2024 - July 2024

ICA Education skills . Lucknow .

SKILLS

- Critical Thinking
- Team Management
- Leadership
- Communication

LANGUAGES

- English
- Hindi

FATHER'S NAME

- Surendra Pratap Singh

MOTHER'S NAME

- Nirmala Singh

GENDER

- Female

DOB

- 12/04/2000

MARTIAL STATUS

- Single

NATIONALITY

- Indian

DECLARATION

- I do hereby declare that all the details mentioned above are accurate to the best of my familiarity and confidence .
- Kirti Singh