

Kirti

- Email: kirti.j.pgdm20@iilm.institute.ac.in
- Cell: +91-9650874147 • LinkedIn: - <https://www.linkedin.com/in/kirti-dang-397249128>

EDUCATION

IILM University, Gurugram

Pursuing Master of Business Administration (Year 1- 85%)

2018-2020

The Northcap University, Gurugram

Graduated in Bachelor of Business Administration (92%)

2015-2018

School: Sidheshwar Public School, Gurugram

- Secured 85.80% in Class XII (CBSE Board)
- Secured 79.80% in Class X (CBSE Board)

2014-2015

2012-2013

INTERNSHIPS

Real Time Data Services Pvt. Ltd. (RTDS), Gurugram

May-June 2019

Role- HR Intern

Responsibilities:

- Talent Acquisition- Coordinated during end-to-end recruitment process
- Created Talent Acquisition process manual for the company
- Worked on Employee On-boarding and Documentation Process
- Talent Management-Conducted various Employee Engagement Activities such as Fun Friday & Colour Theme

Oku Tech Pvt. Ltd. (Fastfox.com), Gurugram

May-July 2017

Role- HR Intern

Responsibilities:

- Supported recruitment across various teams in the firm, closed 12 open positions (Target: 7 positions) within an average time period of 1.5 months
- Understanding the Job Description of each role, I did screening for resumes from job portal Naukri.com
- Coordinated during the selection process
- Recognized and rewarded as the best performing intern for achieving goals effectively and efficiently

ACADEMIC PROJECTS

IILM University, Gurugram

- Market Research- Undertook a primary research on Social Media Usage in Smartphone Amongst Youth.
- HR- Undertook a secondary research on Understanding the various Innovative HR practices in terms of Talent Acquisition & Talent Management and role of Artificial Intelligence (AI) in HR.
- A study on Customer Engagement at Nykaa.
- Company Analysis of Cars24
- A study on Creative Destruction by SpaceX.

The Northcap University, Gurugram

- Market Research- Undertook a primary research on Factors Affecting Brand Loyalty Towards Cab Aggregators in India.

CERTIFICATIONS

- Advanced Certificate in Entrepreneurship by IIMBx
- Certification in Entrepreneurship & Personal Branding organized by IIM Indore

LEADERSHIP EXPERIENCE

- Led a team of 5 members during the course curriculum of Leadership Lab at IILM University.
- Team leader of creative team and organized college fest at NCU.

SKILLS AND INTERESTS

- Computer Skills- Good working knowledge of MS-Office and SPSS
- R- Graphical representation of data, discovering outliers using boxplot, developing a linear model and computing its accuracy
- Personal Skills- Good communication, Interpersonal, Effective Planning and Organizational Skills
- **Interests** – Drawing, Sketching and Painting