

# RESUME

## NIVEDITA

Mob. No. – 9304461938

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### Objective:

Seeking a job which provides the opportunity to expand my knowledge and enhance my skills and where I can give my best to the organization through my theoretical learning's.

### Strength:

- Self-motivation and ability to take the initiative
- Ability to work well under pressure
- Quick learner, keen to learn and improve skills
- Good communication & Presentation skills.

### Academic Qualification:

Educational Qualification	University/College/School	Year	Percentage
M.B.A.	Tula's Institute of Engineering and Management ,(DEHRADUN)	2018-2020	Persuing
B.TECH	Gaya College of Engineering,(GAYA)	2013-2017	74.42%
INTERMEDIATE	Bokaro Ispath Senior Secondary School, (BOKARO)	2013	57.4%
MATRICULATION	Guru Gobind Singh Public School, (BOKARO)	2011	70.3%

### Projects Undertaken:

Masters in Business Administration (2018 – 2020):

**Major: Human Resource Management**

Minor: Marketing Management

**Internship: Human Resource and Administration**

Company Name: ANITEJ SERVICES PRIVATE LIMITED

Location: Dehradun

Duration: 45 Days

**Live Project: Customer Behaviour**

Company Name: Harley Davidson

Location: Dehradun

Duration: 25 Days

**Bachelor Of Technology (2013 - 2017):**

**Branch: Electrical and Electronics Engineering**

**Project: Electricity Supply and Regulation within Trains**

Company: East Central Railways

Location: GAYA, Bihar

Duration: Two Month

**Special Achievements:**

- Secured **FIRST** position in 8<sup>th</sup> Semester in B.Tech with 9.22(CGPA).
- Secured **FIFTH** position in MBA 1<sup>st</sup> Semester with 75.5%.
- Got **FIRST** prize in VOLLYBALL Tournament under my captainship.
- Achieved **FIRST** position in 400 meter relay race.
- Participated in Cross Country Event and secured **NINTH** position.

**Extra – Curricular Activities:**

- Participated twice in NATIONAL CYBER OYLAMPIAD.
- Anchored College ANNUAL FUNCTION.
- Participated and Secured **THIRD** prize in Handwriting competition.
- Coordinated pool campus placement drive at Tula's Institute and was appreciated for hard work and best coordination.

**Computer Proficiency:**

Certified by MICROFOFT as **MICROSOFT OFFICE SPECIALIST**, Certified in **ADVANCE EXCEL** by IIT(KANPUR), Windows **7/8/8.1/10**.

**Personal Dossier:**

**Date of Birth:** 14<sup>th</sup> April, 1995

**Marital Status:** Unmarried

**Linguistic Skills:** Hindi, English

**Address:** QR. NO. 3095, Sector '4/G' Bokaro Steel City, JHARKHAND (827004)

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Date:**

**Place:**