



Rashmi kumari

HR & MARKETING

My Contact

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☎ 7827623759

📍 Noida sector- 15 (201301)

Hard Skill

- Advance Excel
- Adaptability
- Ms word
- Team work
- Ms power point
- Interpersonal skills

Soft Skill

- Observation
- HRIS
- Labour Laws
- Decision making
- Communication
- Multi-tasking
- Quick Learner

Education Background

- institute of technology and science
*Master in business Administration-MBA
Human Resource
2023- Present*
- University of Delhi
*Bachelor of commerce
Completed in 2022*
- intermediate in commerce (CBSE Board)
Bachelor of commerce (completed in 2019)
- 10th from (CBSE Board)
completed in 2017

Objective

A hard working and tenacious professional who possesses exceptional critical thinking skills, analytical skills willing to learn new skills dedicated to advancing my career in the area of HR & MARKETING.

Professional Experience

Aegis Pvt. Ltd
(Max Life Insurance)

MARCH 2022- MAY2022

Key Responsibilities:

- Customer service representative
- Retain the customers
- Giving solutions to the customer regarding product
- Build relationships

Internship

Startek Pvt. Ltd
Human Resource Management (45 days)

Key responsibilities:

- Employee Engagement
- Recruitment
- Performance Assessment
- Documentation

Stuvalley Technology
Human Resource Management (30 days)

Key responsibilities:

- Employee Engagement
- Portal Update
- sourcing candidates
- poster Design
- ATS Track (Bitrix24)

Projects

Mini Project-01 Innovation in Med Life Application

Mini Project-02 Food Processing Industry

Certificates

- Indian Institue of Banking and Finance (DRA)
- Human Resources Management
- Managerial Economics
- Blockchain & Crypto Currency

Additional Information

Date of Birth - 12-04-2003

Father's Name - Leela kant Thakur

Marital Status - Unmarried

Language - English , Hindi

Nationality - Indian