



NIDHI ARORA

HUMAN RESOURCES MANAGEMENT

CAREER OBJECTIVE

“LOOKING FOR OPPORTUNITIES TO INCORPORATE MY SKILLS AND TRAINING TO HELP THE COMPANY GROW. I AM LOOKING FORWARD TO ROLES THAT WILL HELP ME REALISE MY POTENTIAL BY EXPLORING THE VARIOUS ASPECTS OF THIS FIELD.”

PERSONAL INFO

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LANGUAGE

ENGLISH
HINDI
PUNJABI

EDUCATION

D.A.V COLLEGE, HOSHIARPUR

AFFILIATED FROM PANJAB UNIVERSITY
B.SC (NON-MEDICAL) 2016-2019 WITH 68% MARKS

UNIVERSITY BUSINESS SCHOOL

AFFILIATED FROM GURU NANAK DEV UNIVERSITY
MBA (HR & MARKETING) 2020-2022 WITH 70% MARKS

INTERNSHIP

GROWTH CENTRAL VC (CAMPUS AMBASSADOR)

6 WEEKS
MARKETING AND PROMOTIONAL ACTIVITIES AND DIGITAL MARKETING, PROMOTE THE COMPANY BRAND ON VARIOUS CAMPUS.

THERE FOR YOU (HR INTERNSHIP)

2 MONTHS
VACANCY POSTING, DAY TO DAY FUNCTION, SCREENING APPLICATION(RESUME), AIDING IN RECRUITMENT PROCESS, MANAGING DATABASE.

MARS EXPLORATION PVT LTD. (HR INTERNSHIP)

3 MONTHS
WORK AS TEAM LEADER, VACANCY POSTING, GOOD HAND ON JOB PORTALS, DAY TO DAY FUNCTION, SCREENING APPLICATION(RESUME), AIDING IN RECRUITMENT PROCESS, MANAGING DATABASE, POSTING JOB ADVERTISEMENTS TO JOB BOARDS AND SOCIAL MEDIA PLATFORMS

CERTIFICATION

- NSS CAMP (TEAM LEADER)
- SPOKEN ENGLISH
- 3 MONTH WORKSHOP IN ANIMATION
- ALL ROUNDER DURING SCHOOL TIME
- BAL VIKAS PRISHAD (G.K COMPETITION)

AWARDS

- ALL ROUNDER TROPHY
- BAL VIKAS PRISHAD (G.K COMPETITION)

SKILLS & STRENGTHS

- GOOD COMMUNICATION SKILLS
- MICROSOFT WORD, PPT, EXCEL
- FAST DECISION MAKING
- GOOD LEADERSHIP SKILLS
- POSITIVE ATTITUDE
- JOB POSTING
- GOOD HAND ON JOB PORTAL
- EASY ADAPTABILITY