

Nidhi Arora

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CAREER OBJECTIVE

Dynamic and dedicated professional with an MBA in HR & Marketing, eager to leverage academic knowledge and internship experiences to contribute effectively to organizational success. Seeking roles that provide opportunities for growth and exploration of various aspects within the field, while utilizing strong communication, leadership, and decision-making skills.

EDUCATIONAL QUALIFICATION

Year	Exam	Institute	Percentage	Remarks
2020-2022	Masters in Business Administration	GURU Nanak Dev University	70%	Completed Two HR internships.
2016-2019	Bachelor in science	DAV College Hoshiarpur	72%	Become a team leader of National service scheme
2015-2016	Senior Secondary	Punjab State Board	70.22%	80+ marks in Maths
2013-2014	Secondary	Punjab state Board	89.79%	80+ marks in all subjects

TECHNICAL & IT SKILLS

- Completed **INTERNSHIP** of Human Resource & Management (**HRM**) of 2 months from There for you (NGO)
- Completed **INTERNSHIP** of (**HRM**) from Mars Exploration private limited. PF Handling, ESIC Record, Attendance and leave Management, Onboarding and Documentation, Payroll Support.
- intermediate knowledge of **MS-Excel** and application of important formulas over spreadsheet, Pivot Table, VLOOKUP.

SOFT SKILLS

- Completed **INTERNSHIP** of Campus Ambassador of 6 weeks from Growth Central VC.
- Possess strong management, **communication**, interpersonal and multitasking skills with an objective mindset.
- **Eager to learn**, adapt, bring positive change and Team Coordination.
- Teamwork, Practical and Problem-Solving Attitude, Time Management, Documentation Skills.

ACHIEVEMENTS & CERTIFICATIONS

- Get Certificate of National Service Scheme Camp.
- Winning a District level competition

PERSONAL DETAILS

- Father's name : Mr. Charanjit Arora
- Languages Known: English, Hindi, Punjabi
- Hobbies: Reading Books, Travelling, Playing badminton

I hereby declare that above mentioned details are true and correct to the best of my knowledge.