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| **OBJECTIVE**  **Amandeep Kaur**  **DOB:** 20.04.1993  **Contact:** 7589490925  **Email:** amandeep.12b@gmail.com | | | | | | | | |
| 1. To attain a responsible career opportunity where I can fully utilize my training, HR, and management skills, while making a significant contribution to the success of my employer. | | | | | | | | |
| **ACADEMIC QUALIFICATIONS** | | | | | | | | |
| DEGREE/BOARD | YEAR | | INSTITUTE | | | | | PERCENTAGE |
| MBA(Infrastructure Management- Specialization-HR) | 2015-2017 | | UIAMS, PU | | | | | 75.4 |
| B-Tech (Computer Science ) | 2011-2015 | | Rayat Bahra college of Engineering for Women , PTU | | | | | 87.87 |
| 12th CBSE | 2011 | | Guru Nanak Public School, Sector 36-D Chandigarh | | | | | 90.6 |
| 10th CBSE | 2009 | | Guru Nanak Public School, Sector 36-D Chandigarh | | | | | 90.2 |
| **SUMMER INTERNSHIP** | | | | | | | | |
| PROJECT TITLE | ORGANISATIONS | | | DURATION | | PROJECT DELIVERABLES | | |
| Organizational Study and HR activities | Reliance Industries Limited | | | May 2016- July 2016 | | * It encompasses the entire, Recruitment & Selection, Induction and Placement, Training. Studied all major HR activities in the working life of a worker-from the time of his or her entry into the organization until he or she leaves. * Actively studied and organized various Employee Engagement Activities in the company. | | |
| **PROJECTS** | | | | | | | | |
| PROJECT TITLE | | ORGANISATIONS | | | DURATION | | PROJECT DELIVERABLES | |
| 1.Impact of Organizational culture on OCB  2. HR Certification | | UIAMS, Research Project  Open 2 Study(by open universities Australia) | | | Jan 2017- May 2017    30 may- 28 June 2016 | | * To examine and investigate the extent of impact that a given Organizational Culture has on Citizenship Behaviors of the employees in a government organization of PSPCL. * Focuses on latest trends in HR recruitment and selection, performance management in organizations. | |
| **WORK EXPERIENCE** | | | | | | | | |
| HR Internship  District court Ludhiana | Internship in Management in Reliance Industries Limited.  Working as record executive in record room. | | | | | | | |
| **SCHOLASTIC ACHIEVEMENTS** | | | | | | | | |
| MBA | Gold Medalist in Management of 2015-2017 session. | | | | | | | |
| B-TECH | Secured 2nd Rank in overall PTU Merit list of session 2011-2015 in Computer Science Engineering (Silver Medalist).  Awarded Academic topper in CSE in college for 3 years. | | | | | | | |
| **EXTRA CURICULAR ACTIVITIES** | | | | | | | | |
| PRAZNIK 2016-17 | Part of management team of the fest at UIAMS. | | | | | | | |
| TECHNO VIRSA 2014 | Secured 2nd position as a group leader in Comp Vision Talk 2014 .  Member of Management committee at annual college fest | | | | | | | |
| SCHOOL EVENT | Events Coordinator as a Student councellor in Class 10th  House vice captain in class 11th -12th | | | | | | | |
| **STRENGTHS** | | | | | | | | |
| ORGANIZATIONAL SKILLS | Coordinates tasks, punctual, manages projects effectively, meets deadlines, plan and arranges activities effectively. | | | | | | | |
| PERSONAL | Highly motivated and eager to learn new things | | | | | | | |
| **TECHNICAL SKILLS** | | | | | | | | |
| MS Office | Proficient Knowledge about the software. | | | | | | | |
| Internet | Online portal handling, surfing. | | | | | | | |
| Database | Basic Information | | | | | | | |
| **INTEREST** | | | | | | | | |
| Sports | Watching Cricket | | | | | | | |
| Creative | Video Making  Poster designing  Listening Music | | | | | | | |