|  |
| --- |
| **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 OCB2. HR Certification | UIAMS, Research ProjectOpen 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 InternshipDistrict 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 MakingPoster designing Listening Music |