SWATI KUMARI

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Seeking assignments in Human Resource Development, Training with an organization of high repute

Location Preference: Delhi- NCR

PROFILE SUMMARY

- Pursuing PGDM from XIM, Jabalpur
- Knowledge of executing HR processes; possess an ability to relate and build a harmonious relationship with people across all the hierarchical levels in the organization
- Completed training the Human Resources Department in KARVY and gained a professional exposure towards the related concepts of Human Resource Development
- Capable of maintaining harmonious employee relations among management & workers through efficient administration processes
- Excellent team player with strong analytical, leadership and organisational skills
- Ability in learning new concepts quickly, working well under pressure & communicating ideas clearly
- Been proactive and focused as a student and professional

TRAINING

Organisation:	KARVY Data Management Service Limited
Duration:	Two Months
Designation:	Assistant in Human Resources Department in KARVY

PROJECT UNDERTAKEN

Attended Rural camp at Narsingpur in the 1st semester of PGDM

EDUCATION

- Pursuing PGDM from XIM, Jabalpur
- Bachelors in Economics Honors from ST. Xavier College, Ranchi in 2011 with 63%
- 12th from BSEB, in 2008 with 59%
- 10th from (CBSE Board) in 2005 with 53%

EXTRACURRICULAR ACTIVTIES

- Bagged the 1st Prize in racing and Speaking Debate Competition in year 2004
- Served as a representative of the school team in various co-curricular activities like quiz, debate, extempore
- Bagged the:
  - 2nd Prize in racing at XIMJ
  - Acted as a Class Representative for 3 years in St. Xavier College, Ranchi

PROFESSIONAL ENHANCEMENT SCHEDULES

- Actively participated in:
  - Student seminar on "Resource allocation syndrome" at XIMJ
  - Workshop on building social entrepreneurship conducted by IIT Bombay and Udhav Associate
  - International seminar on "CSR" in XIMJ.

PERSONAL DETAILS

Date of Birth:	XX April XXXX
Languages Known:	English & Hindi