

CURRICULUM VITAE

Name :- Nikita Kumari (HR EXECUTIVE)

**Address:- Dipatoli, Ranchi,
Jharkhand, Pin- 834001**

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CAREER OBJECTIVE

Dedicated and self-motivated individual seeking for a challenging working opportunity in an organization to utilize my personal capability and creativity that would allow me to develop my skills while contributing to the organizational goals.

PROFESSIONAL QUALIFICATION

Post Graduate (MBA) 2023 – 2025 from Usha Martin University, Ranchi, Jharkhand with specialization in Human Resource and Marketing.

ACADEMIC QUALIFICATION

Degree	College/School	University/Board	Passing Year
MBA	Usha Martin University	UMU	2025
Graduation in B.S.C	Women's College Samastipur	LNMU	2020
Intermediate	Women's College Samastipur	BSEB	2017
Matriculation	DAV Public School	BSEB	2015

COMPUTER PROFICIENCY

- Basic knowledge about MS Office (Word, Excel, Power Point).
- SPSS

ACHIVEMENTS

- General Secretary of University Student council.
- Organizing Member of University cultural fest.
- Talent Acquisition Certification Course from Coursera.

KEY SKILLS

- **Having good communication as well as presentation skills.**
- **Having good leadership skills and ability to manage people.**
- **Quick learner and ability to adapt to any environment.**

EXPERIENCE

- Organization : Bharti & Company Chartered Accountants
- Duration : (3rd April 2022 to 28th July 2023)
- Roles & Responsibilities : HR Assistants

- Organization : Bhagwan Mahavir Medica Super Speciality Hospital, Ranchi
- Duration : (4th July 2024 to 4th September 2024)-60days
- Roles & Responsibilities : HR Intern

- Organization : HEART CENTER (A Unit of Hrudayalaym Healthcare Pvt. Ltd)
- Duration : (1 August 2025 to Till Now)
- Roles & Responsibilities : HR EXECUTIVE

PERSONAL PROFILE

- Language Known : English and Hindi
- Date of Birth : 31/03/2000
- Gender : Female
- Father : Vidya Bhushan Prasad
- Mother : Sudha Prasad
- Nationality : Indian
- Marital Status : Unmarried
- Permanent address : Samastipur, Bihar

Date:

Place: RANCHI, JHARKHAND

Name: