

MISS KUMKUM

Email: kumkumrawal1605@gmail.com

Mobile No.: +91 -8433499478

Address: P-208 Shivalik Nagar BHEL Haridwar
(249403)

CAREER OBJECTIVE: -

To work in an organization which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organization.

EDUCATIONAL QUALIFICATION: -

Qualification	University/ Board	Name of the institution	Year of Passing	Percentage /CGPA
Master Of Business Administration (MBA)	College Of Engineering Roorkee University (COER University)	School of business	2024	8.29 CGPA
Bachelors Of Business Administration (BBA)	Hemvati Nandan Bahuguna Garhwal University (HNB)	HEC Group of Institutions	2022	7.11 CGPA
Intermediate	Central Board of Secondary Education	Kendriya Vidyalaya BHEL Haridwar	2019	71%
High School	Central Board of Secondary Education	Kendriya Vidyalaya BHEL Haridwar	2017	7.8 CGPA

SEMESTER WISE DETAILS OF PG QUALIFICATION (MBA. HR)

Sr. No.	Semester	Percentage/SGPA	Month/year
1.	4 th	9.46	June
2.	3 rd	9.27	January
3.	2 nd	8.60	September
4.	1 st	6.38	February

WORKING EXPERIENCE: -**EMPLOYEE MANAGEMENT**

ROCKMAN INDUSTRIES LTD. | 06 July 2023- 05 Sep 2023 |

- Highly motivated HR intern at Rockman Industries Ltd. Company. My basic task was to organize trainings and welfare activities for the employees and help the superiors in the recruitment procedure.

DATA RESEARCHER

TENHARD INDIA PVT. LTD. | 01 Oct 2021 – 03 Nov 2021 |

- Helped the management team to perform their daily tasks.
- I have created a project file.

CERTIFICATES/ADDITIONAL QUALIFICATIONS: -

- Certification in Data Researcher at Tenhard India Pvt. Ltd.
- Certification of the internship program in HR Department at Rockman Industries Ltd.
- Certification in Tally ERP.9(GST)

TECHNICAL SKILLS: -

- MS Excel
- MS Word
- Tally ERP

PERSONAL SKILLS: -

- Project Management
- Communication
- Team Building
- Problem – Solving Capability
- Multitasking
- Time-Management

INTEREST: -

- Listening to music
- Cooking
- Community involvement
- Volunteering

PERSONAL INFORMATION: -

Fathers Name : Mr. Devender Kumar
Gender : Female
Nationality : Indian
Religion : Hindu
Date of Birth : 16th May, 2002
Marital Status : Unmarried
Language Known : English, Hindi

REFERENCES: -

Prof. (Dr.) Muneesh Sethi

“University of Engineering and Technology Roorkee”

Dean (Research and Development)

E-mail: - -deanresearch@uetr.ac.in

Phone: - +91-8006440438

Mr. Rakesh Marqus

“University of Engineering and Technology

Roorkee” Head Training at University and

Technology Roorkee E-mail: -

rakesh.smilenorth@gmail.com

Phone: - 9891760046

DECLARATION: -

I have confirmed that everything stated above is correct and true to the best of my knowledge.

Date: -

Place: - Haridwar, Uttarakhand (INDIA)

(KUMKUM)