

## EDUCATION

### **Bachelor of Business Administration (B.B.A.)**

KNIPSS Law Faculty Faridipur

2022 - 2025

### **Senior Secondary (XII), Science**

Haji Mohd Hanif M I C Loleypur , Sultanpur

(UP board)

Year of completion: 2022

Percentage: 65.00%

### **Secondary (X)**

BDRP HSS Parasrampur Pratapgarh

(UP board)

Year of completion: 2020

Percentage: 71.33%

## POSITIONS OF RESPONSIBILITY

Have led a team to plan and conduct a good fresher party in college that has been very energetic and entertaining.

Led team of 7 in fest for selling of drinks and my team got the highest value of amount.

## TRAININGS

### **Internship & Job Preparation**

Internshala Trainings, Online

Feb 2024 - Feb 2024

Successfully completed a 4 weeks online certified training on Internship & Job Preparation. The training consisted of Getting Started with the Job Hunt, Building up your Gears, Going at the Front, and The Final Project modules. In the final assessment, I scored 88% marks.

### **Advanced Human Resource Management**

Internshala Trainings, Online

Jan 2024 - Feb 2024

Successfully completed a 6 weeks online certified training on Advanced Human Resource Management. The training consisted of Introduction to HRM, Remuneration and Compensation Management, Labour Laws and Statutory Compliances, Disciplinary Procedure, Human Resource Information System (HRIS), Business Acumen, and The Final Project modules. In the final assessment, I scored 79% marks.

## SKILLS

### **Tally**

Intermediate

### **English Proficiency (Spoken)**

Intermediate

### **Time Management**

Intermediate

### **Effective Communication**

Intermediate

### **English Proficiency (Written)**

Advanced