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**KALPANA KUMARI**

**3/2 GFA Line TPT near command hospital army cant**

**LUCKNOW UTTARPRADESH (226002)**

Phone:**+918922080411,+9198545039811Email :-kalpanasingh96301@gmail.com**

***Carrier Objective:***

To Obtain A Challenging Position That Will Fully Utilize My Skills And Talents In A Systematic Manner At The Same Time Providing Enough Opportunities For Career Growth.

***Educational qualification:***

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| **Section** | **Institution Name** | **Year** |
| HIGH SCHOOL | St Mary's day inter college | 2017 |
| Intermediate (10+2) | St Mary's day inter college | 2019 |
| BA | AVADH GIRLS PG COLLEGE | 2022 |
| B.VOC(H.M) | UEI GLOBAL COLLEGE | 2022 |
| MBA (HUMAN RESOURCES) | NMIMS COLLEGE | PERSUING |

***Work Experience:***

* INDUSTRIAL TRAINING (215 KEY)

( 15 JUNE 2021 TO 30TH JAN 2022)

Completed Industrial Training at Clarks Amer ,Jaipur .As a Trainee, Worked here under f&b Service ,Housekeeping, and front office Departments

* Ramada Plaza by Wyndham & Ramada by Wyndham ( key -245), Lucknow : JOB TRAINING ( JULY 2022 TO DECEMBER 2022)
* Ramada Plaza by Wyndham & Ramada by Wyndham ( key -245), LucknowASSOCIATE ( PRESENT 2023)
* Work Profile ;
* Recruitments
* Employee Relation Managements
* Administrative Skill ( like Employee leave ,Absence file ,Attendance managing ,etc )
* Interview skill
* Managing Town Hall Meeting , Fun Friday activities
* Communication
* Decision – making
* Training and developments
* Leadership
* Strategic –thinking
* Multi –tasking
* Team work and collaboration
* Risk Managements
* Looking for a job in HUMAN RESOURCES DEPARTMENTS as a ASSISTANT HR

***KeySkills:***

* Positive Attitude.
* Self-Motivate.
* Good listener.

***Language Knows:***

* English & Hindi.

***Personal Details:***

* Name : KALPANA KUMARI
* Father’s Name :Mr.MAHENDRA PRASAD SINGH
* Nationality :Indian
* Sex : Female
* Marital status : Single
* Date of Birth : 22 /11/1998

***Declaration:***

I hereby declare that the above mentioned information is true to the best of my knowledge and belief

DATE: KALPANA SINGH