**NITU KARMAKAR ✆** contact**: +917903417176**

**MBA (Finance & Human Resource) 🖂 email:** [**nitukarmakar18@gmail.com**](mailto:nitukarmakar18@gmail.com)

**MBA graduate in Finance (major) & Human Resource (minor)** seeking a challenging job opportunity in a firm that can accommodate my competence, experiences and goals while providing me with the scope to use my strengths in the best way possible for the company’s growth.

**PROFESSIONAL QUALIFICATION:**

MBA (Finance & Human Resource), 2020 76.56%

Institute Of Management Studies, (Ranchi University), Ranchi

**Educational Qualification**:

Bachelors of Commerce (Accounts honours), 2014 60.9%

Marwari College, Ranchi

Intermediate (Commerce), 2011 64.6%

Oxford Public School, Ranchi

Matriculation, 2009 65.6%

Oxford Public School, Ranchi

**SKILLS**

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| --- | --- |
| * Ms Word/Excel/PowerPoint | * Effective communication |
| * Tally Erp 9 | * Quick learner |
| * Payroll | * Loyal towards work and duties |
| * Proficient in coordinating with people * Ability to handle pressure | * Meet deadline * Strategic thinking |
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**INTERNSHIP/PROJECTS EXPERIENCE**

**Internship at Clovert3 Advisory Pvt. Ltd.**

**Working capital management on profitability of firm**

It was six weeks summer internship project with Clovert3 Advisory PVT. Ltd. Ranchi for MBA program under the guidance of Rajeev kr Gupta (Director).Learned how to work with firms to improve their efficacy and profitability.

**Business Project Report**

**Research report on recruitment and selection process.**

The report was on to identifying general practices that organization use to recruit and select employee and, to determine how the recruitment and selection practices affect organizational outcomes.

**ACHIEVEMENTS**

* Participated in two days workshop on effective communication, conducted by ilead HR.
* Volunteered in skill Saathi counselling under supervision of Professor Alka Singh of IMS (Ranchi).
* Participated in science exhibition in school (intermediate) on topic advertisement.
* Hosted curriculum activities in college.

**PERSONAL INFORMATION**

**Hobbies/ Interest:** Cooking, Sketching, Feeding Strays, Art & Craft

**Languages known:** English, Hindi, Bengali

**Date of Birth:** 24-03-1993

**Permanent Address:** Hindpiri third street Ranchi, Jharkhand

I hereby confirm that all the details provided above are true and correct to the best of my knowledge.

Nitu karmakar