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| Nivedita Singh | Magarpatta TownshipPune, 411013**(+91) 789-806-2346****singh.nivedita2@gmail.com** |
| EXPERIENCESuccess Booster, Pune- Talent Acquisition SpecialistOct 2020-PresentWorking as an IT recruiter with experience in working on Naukri.comIMarticus, Pune — *Business Analyst & Agile Scrum certification*MAY 2020 – Oct 2020Trainee in Agile business analyst and scrum prodegree for certification.LAURELS HIGH SCHOOL, Gwalior— *Admin*APRIL 2016 - MARCH 2018Worked as an admin which includes fees collection, consulting and event coordinator.EDUCATIONJiwaji University, Gwalior — *MBA*JUNE 2018 - JUNE 2020Expert in understanding the business requirement. Excellent in identifying the need of organization. Excellent in understanding and analyzing human behavior. Proficient in coordinating with the people.PIPS College, Gwalior — *B. Ed*DEC 2015 - JUNE 2017It is a graduate professional degree which prepares students for work as a teacher in schools.PMB Gujarati Science College, Indore — *BSC Biotech*JULY 2009 - SEPTEMBER 2011It involves an advanced study of the cellular and biomolecular processes for development of a variety of technologies and products that contribute in improving people’s health.PROJECTSRestaurant Management System — RMS is a type of point-of-sale software specifically designed for restaurants, bars, food trucks and others in the food service industry. | SKILLS* Time management skills.
* Capable of using Microsoft Office and Excel Application.
* Team player and adaptable to the learning.
* Knowledge of JIRA and UML Design Diagrams.

AWARDS/CERTIFICATIONS**Internship program certification from SRF Tyre** on Performance Appraisal.**HelpAge India certificate** t0 work for the cause and care of disadvantaged older persons and to improve their quality of life.LANGUAGESEnglish, Hindi |