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| Nivedita Singh | Magarpatta Township  Pune, 411013  **(+91) 789-806-2346**  **singh.nivedita2@gmail.com** |
| EXPERIENCE Success Booster, Pune- Talent Acquisition Specialist  Oct 2020-Present  Working as an IT recruiter with experience in working on Naukri.com IMarticus, Pune — *Business Analyst & Agile Scrum certification*MAY 2020 – Oct 2020 Trainee in Agile business analyst and scrum prodegree for certification. LAURELS HIGH SCHOOL, Gwalior— *Admin*APRIL 2016 - MARCH 2018 Worked as an admin which includes fees collection, consulting and event coordinator. EDUCATIONJiwaji University, Gwalior — *MBA*JUNE 2018 - JUNE 2020 Expert 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 2017 It 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 2011 It 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. LANGUAGES English, Hindi |