Nicole

Email ID: Nicole-397371@gulfjobseeker.com

# Objective

To secure a challenging career that empowers my growth as a budding business professional. Thereby allowing me to bea positive resourceto a dynamic team, through my efficient management, decision-making and communication skills.

# Skills &Competencies

* Communication Skills – The ability to convey information effectively and efficiently – verbal and written.
* Analytical Skills – Capability to analyzesituations and engage in fruitful negotiation– both internal and external
* Solution driven analysis – Capability to remain calm and stay solution focused in any given situation
* Team player – Maintain a positive work culture, and adhering to organizational guidelines.

# COMPUTER EXPERTISE

* Proficient in MS Office – Advanced Excel, Word, PowerPoint & Outlook

# Education

* BBA (Bachelor of Business Administration) - (Specializing in HR & Marketing) **–2019(GayatriVidyaparishad, Visakhapatnam, India)**

# experience

*Academic consultant(July2019 – January 2020)*

* Demonstrating through PowerPoint presentations – Learning modules for higher education based on analysis of student need.
* Understand the customer’s profile to explain implication of ineffective learning methods.
* Handling objections and price negotiations to generate sales revenue.
* Engaging in healthy discussions, invite different approaches and ideas for strategies and processes.
* Identifying and analyzing the overused and outdated methods of learning that students are following and bringing awareness of this issue to their respective parents.

**PLACEMENT PARK ( Visakhapatnam, India)**

*HR Recruitment - Internship (June – July 2019)*

* Maintaining and Collaborating with hiring managers(internal and external) to ensure staffing goals were achieved.
* Screening resumes. Performing reference and background checks.
* Schedule and confirm interviews with candidates- In-Person and Telephonic.
* Administering appropriate company assessments

**LG POLYMERS PVT LTD ( Visakhapatnam, India)**

*HR Recruitment - Internship (May - June 2018)*

* Handling of employees personal files i.e. checking if their personal documents and other credentials where recorded properly.
* My internship was based on knowing the company’s recruitment and selection process and got the opportunity to witness the process with the HOD of HR & IR in the company.
* Gathering payroll data like working hours, leaves and bank accounts.
* Screening resumes and application forms. Post update and remove job ads from job boards, career pages and social networks.

# Awards and Acknowledgements

* Active member of YOUNG INDIA (YI)
* Participated and won a prize in MWPS (Model world partnership summit) - AIESEC
* Participated in the NSE (National Stock Exchange) conference - Visakhapatnam.

# PERSONALDETAILS :

Date of birth : May 9,1998

Nationality : Indian

Marital status : Single