aparajitakkashyap@gmail.com

+971 55 370 1307

+971 50 266 0110

Hala Building

Fire Station Road, Sharjah

United Arab Emirates

Photo

**Aparajita**

**SKILLS**

***Seeking a position where I can communicate and judge the people which should help the organization to achieve their goal.***

***Fluent in English and Hindi***

* Proficient in basic use of MS Office.
* Operating system Windows 7, Windows 10
* Expert in understanding the Business Requirement.
* Proficient in coordination with people.
* Unmatchable communication in Verbal and Writing.
* Can work under pressure
* Excellent in understanding and analysing human behaviour.
* Ability to work in team as well as individual.

**EDUCATION**

***J.D Women’s College***

***Magadh University***

***2011-2015***

* Masters of Business Administration
* Human Resources
* 71%

**Projects**

***Human Resource Management***

* Employees engagement at National Thermal Power Corporation Limited known as NTPC Ltd.
* Report on how employees are committed for job and for achieving the goals of the organisation.
* Analysis of the employee’s behaviour towards the management and employer.
* Identifying inherit problems associated with the formats.
* Propose changes mainly in the guidelines, format and management philosophy by keeping relevant with other processes.
* Activities in HR management concerned with seeking and hiring qualified employees in staffing.
* Human Resource Management
* NTPC Ltd is the largest thermal power generating company of India.
* Familiarized with the NTPC Ltd., its operations and activities, management style and endeavour to realize the gap between the theoretical knowledge with the real business world.
* Analyse the current performance appraisal format and compensation.
* Employee Personnel Practice.
* Developing Employee Practices.

*National Thermal Power Corporation Limited (NTPC)*

*Government of India*

*2015*

**INTERNSHIP**

*Guild of Indian English Writers, Editors and Critics*

*Dept. of English*

*J.D Women’s College*

* Certificate of Participation
* Globalisation, National Integration and English Language Teaching in India.
* 2011

Suman Kumar

Pramod Kumar Sinha

29th November, 1989

Indian

Female

M0316958

Residence (Husband Visa)

Married

***Husband’s Name***

***Father’s Name***

***Date of Birth***

***Nationality***

***Gender***

***Passport No***

***Visa Status***

***Marital Status***

**PERSONAL DETAILS**

**ACHIVEMENTS**

I hereby declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

***Date:-dd/mm/yyyy***

***Place:-Dubai***

**DECLARATION**