

# Abhishek Nigam

Noida

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## Objective

I am a highly driven recent business school graduate seeking a full-time position at reputed firm where I can lend my subjective knowledge to help the organization and improve profitability.

## Profile Summary

Quick learner, enthusiastic person with good communication and leadership skill having knowledge of MS Office.

Dynamic fresher eager to learn new things

## Education

Course / Degree	School / University	Grade / Score	Year
Masters of business administration ( Hr & marketing)	Babu Banarasi Das University , Lucknow	83%	2024
Bachelor of Business Administration	Lucknow University	71%	2022
Intermediate	Sri ayodhya singh Memorial inter college chinhut, Lucknow	79%	2019
Highschool	City Academy tiwarigang chinhut ,Lucknow	75%	2017

## Skills

Computer knowledge

Good Communication

Leadership

## Experience

### Summer internship( fundraiser &hr recruiter)

28/07/23 - 29/09/23

Open wings foundation

- Intern Fundraiser Role:

- Assisted in organizing fundraising events.

- Contacted potential donors.

- Supported the fundraising team in achieving financial goals.

- Intern HR Recruiter Role:

- Reviewed resumes.
- Scheduled interviews.
- Assisted in the recruitment process to find the right talent for the organization.

## Projects

### **Study on Recruitment and selection process at open wings foundation**

Researched and analyzed recruitment and selection processes, resulting in a comprehensive report that contributed to improving the efficiency of the hiring process. Collaborated with the HR team to implement new strategies, leading to a 20% decrease in the time taken to fill open positions. Developed and delivered a presentation on best practices in recruitment and selection, receiving positive feedback from senior management.

### **Effective training strategies to enhance employees performance in telecommunication industry (Relaince jio)**

Implemented and facilitated effective training strategies resulting in a 20% increase in employee performance within a month . Utilized innovative training techniques to enhance employee productivity and efficiency, resulting in a 15% improvement in overall performance within a month.

## Languages

Hindi English

## Additional Information

Nationality - Indian  
Marital status -Unmarried  
Religion - Hindu