**Simran Kaur**

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**CONTACT**

 Kalkaji, New Delhi Phone No.: 9560020712

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To pursue a challenging career and be a part of an organization that gives a scope to enhance my knowledge and utilizing my skills toward the growth of the organization.

OBJECTIVE

EDUCATION

 **MBA(Human Resources) 2017- 2019**

 Banarsidas Chandiwala Institute of Professional Studies(IP University)

 Obtained the MBA(HR) degree with CGPA 7.62

 **B.Tech (Electrical and Electronics Engineering) 2013 - 2017**

 Guru Tegh Bahadur Institute of Technology(IP University)

 Completed B.Tech with 69.05%.

 **Class 12th 2012 - 2013**

Apeejay School, Saket

 Completed class12th from CBSE board in science stream with 73.8%.

 **Class 10th 2010 - 2011**

 Apeejay School, Saket

 Completed class 10th from CBSE board in science stream with 74.1%.

TECHNICAL SKILLS

 **Packages and Tools** : MS Word, MS Power Point, MS Excel

 **Computer Language** : Java(Core)

PROFESSIONAL TRAINING

1. **Six weeks training at POWERGRID CORPORATION OF INDIA LIMITED (22.06.15 – 03.08.15)**

on the topic **HVDC & ITS EQUIPMENTS**

During training I learned about the working of HVDC Transmission and the equipments used, Experienced the Advance Technology used and the Technology emerging into future related to the Transmission and Conversion of AC to DC and vice-versa.

During training I visited 2500 MW HVDC Terminal at Bhiwadi S/S (Haryana), HVDC Lab Terminal and HVDC Transmission.

1. **Six weeks training at B.T.P.S a division of N.T.P.C. in (13.06.2016 to 23.08.2016)**

Achieved useful knowledge about the thermal power plants and the processes used to generate the electricity through coal, EMD(I) – Boilder, Turbine, EMD(II) – Generators, Transformers, Control & Instrumentation Dept. etc.

1. **Eight weeks internship at POWERGRID CORPORATION OF INDIA LIMTED (04.07.18 - 31.08.18)**

Gained knowledge and experience about the company’s HR department. I made a project on the topic **Impact of employer branding on recruitment,** which was done by collecting primary data of the company’s current working employees through questionnaires. Along with this, I made certificate letters for the student’s internship in the company and prepared some excel sheets.

EXPERIENCE

 Internship for 2 months at Egis India Consulting Engineers, Gurgaon Sec 32

 (17th Feb 2020 – 17th April 2020)

 Collecting and securely managing data and private information along with

 follow up with many employees all over India in recruitment dept. Working on

 excel sheets and managing complex data in training dept.

* Attended the HR summit on disruptive HR practices and future of work.

WORKSHOPS

* Attended the workshop on “Corporate Behavior and Dining Etiquette”.

INTERESTS

Folk dance (Bhangra & Gidda), Reading books and Painting

* Got 2nd position in business plan competition in Post Graduation.

ACHIEVEMENTS

* Won folk dance (Bhangra) competition in Graduation.
* Performed at college fest (Folk dance) and numerous other college events in Graduation.
* Event Co-ordinator of Swaas (Divine circle).
* Event volunteer in divine circle (Social service society).
* Participated and won many music and sports competitions at school level.

PERSONAL DETAILS

 Date of Birth : 18.12.1995

 Father’s Name : S. Avtar Singh

 Gender : Female

 Nationality : Indian

 Language Known : English (read, write and speak)

 Hindi (read, write and speak)

 Punjabi (speak only)

 Marital Status : Unmarried