

ROLL NUMBER: P24703055**Ankita Singh**

Female

DOB

27-Nov-2001

TECHNICAL SKILLS

- Ms Office

PERMANENT ADDRESS

SAIDPUR KOTHIA,KURJEE
VIKASH NAGAR, PS-
DIGHA,PATNA,BIHAR,INDIA
City: Patna
State: Bihar
Pincode: 800010

LANGUAGE

- Hindi
- English

INTERESTS

- Reading
- Music

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-NBS	NICMAR University, Pune	NA	2026
Graduation	SHRI SHIKSHAYATAN COLLEGE	75.84	2021-Aug
Intermediate	CENTRAL BOARD OF SECONDARY EDUCATION , PATNA, BIHAR	72.80	2018-May
High School	CENTRAL BOARD OF SECONDARY EDUCATION , PATNA, BIHAR	81.70	2016-May

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 35 Weeks)**NUMERO UNO CLOTHING LIMITED**

13-May-2025 - 09-Jul-2025

8 Weeks**PROFILE:** Human Resources Department

During my internship at Numero Uno, I gained comprehensive hands-on experience in HR operations, including onboarding, file verification, recruitment support, and coordination with regional teams. I actively contributed to creating and modifying training modules, appointment letters, absconding letters, and full-and-final settlements while maintaining systematic HR documentation. This internship significantly enhanced my organizational, communication, and HR process management skills.

BMW

20-Mar-2021 - 30-Sep-2021

27 Weeks**PROFILE:** Account Executive

During my graduation, I interned as an Account Executive at BMW India, where I supported basic client coordination, assisted with documentation, and observed showroom operations, gaining initial exposure to luxury sales and customer service.