

ROLL NUMBER: P25703038

Kishan Dalmia

Male

DOB

02-Nov-2001

TECHNICAL SKILLS

- MS Office
- ZOHO

PERMANENT ADDRESS

GA 153 Niladri Vihar
 Chandrasekharpur
 City: Bhubaneswar
 State: Odisha
 Pincode: 751021

LANGUAGE

- English
- Hindi
- Odia
- Marwadi

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-NBS	NICMAR University, Pune	8.90	2027
Graduation	BENGALURU CITY UNIVERSITY, BENGALURU	85.76	2023-Nov
Intermediate	COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI	52.2	2020-Jul
High School	COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI	70.16	2018-May

WORK EXPERIENCE (0 Years 4 Months)
iCOVER Insure

01-Jul-2024 - 01-Nov-2024

0 Years, 4 Months, 0 Days
PROFILE: Business and Quality Analyst

Understood the requirements which includes understanding insurance domain knowledge, policies, and regulations. Analyzed and documenting existing and proposed business processes related to insure products and services .Created and executing various types of tests to ensure the quality and reliability of insurance software applications. I was also involved in Identifying, logging, and tracking defects in the software, and working with developers to resolve them.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 25 Weeks)
Matix Exports

21-Nov-2022 - 24-Mar-2023

17 Weeks
PROFILE: Export Executive

My Roles and responsibilities were as follows : Understood the role of documentation and international operations for the organization. Built communication with the international clients. Worked on handling the export documents. Ensuring compliance of import and export laws and regulations. Arranging transportation of goods. Negotiating freight rates and taxes. Helping companies identify new markets and customers for their products, services, or technologies in foreign countries.

Edsom Fintech Pvt. Ltd.

04-May-2026 - 29-Jun-2026

8 Weeks
PROFILE: HR

During my internship in the Human Resources Department at Edsom Fintech Pvt. Ltd., I actively supported various HR functions, including recruitment, resume screening, interview coordination, and onboarding of new employees. I was responsible for maintaining employee records and databases, documentation management, and ensuring the accuracy of HR-related information. I also contributed to employee engagement initiatives, conducted basic HR research, and provided administrative support to facilitate the smooth day-to-day operations of the department.

CERTIFICATION DETAIL

- Project management skills
- managing organizational change
- Hr communications by HRCI
- Hr communications by SHRM

ACHIEVEMENT DETAIL

2nd position in Jack of all trades.First position in essay writing competition.2nd position in product relaunch.2nd position in corporate mania.2nd position in Shark tank.4th position in the skill fest.