

ROLL NUMBER: P25703038


Mr. 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
BBA <i>HR</i>	JAIN COLLEGE, V.V. PURAM	85.76	2023-Nov
Intermediate <i>Commerce</i>	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

TOTAL WORK EXPERIENCE: 4 month(s)
iCOVER Insure

01-Jul-2024 - 01-Nov-2024

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

- Understood insurance domain requirements, policies, and regulations.
- Analyzed and documented existing and proposed business processes.
- Created and executed test cases to ensure software quality and reliability.
- Identified, logged, and tracked software defects.
- Collaborated with developers to resolve defects and improve application quality.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 24 Weeks)
Edsom Fintech Pvt. Ltd.

04-May-2026 - 27-Jun-2026

7 Weeks
PROFILE: HR

- Supported recruitment, resume screening, and candidate shortlisting.
- Coordinated interviews and assisted with employee onboarding.
- Maintained employee records, HR databases, and documentation.
- Ensured accuracy of employee information and HR records.
- Assisted in employee engagement activities and HR research.
- Provided administrative support for daily HR operations.

Matix Exports

21-Nov-2022 - 24-Mar-2023

17 Weeks
PROFILE: Export Executive

- Supported communication with international clients.
- Helped prepare and manage import-export documents.
- Coordinated transportation and supported freight rate discussions.
- Contributed to identifying potential international markets and customers.

CERTIFICATION DETAIL

- 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.