



KARTIK NADDA

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Ropar, Punjab

Skills

- Communication
- Problem-solving
- Teamwork
- Time management
- Creativity
- Decision-making
- Adapatability
- Ms Office

Language

- English
- Hindi
- Punjabi

Summary

As an aspiring Management student specializing in Human Resources, I am seeking an entry-level opportunity to apply my academic knowledge and interpersonal skills within a dynamic organization. I am eager to contribute to talent acquisition, employee engagement, and HR operations while gaining hands-on experience and growing within the human resources field.

Education

Lamrin Tech Skills University

MBA in Human Resources

Ropar, Punjab

2026

Punjabi University

Bachelors of Commerce

Patiala, India

2023

Punjab School Education Board

Higher Secondary School

Mohali, India

2020

Punjab School Education Board

Secondary School

Mohali, India

2018

Experience

Asian Footwears Pvt. Ltd

HR Intern

Delhi, NCR

Jul 2025 - Jan 2026

- Screened resumes and maintained candidate records.
- Helped with employee onboarding and documentation.
- Maintained employee files and HR records.
- Supported attendance and leave management.

Lamrin Tech skills university Punjab (LTSU)

HR Intern

Ropar, Punjab

Feb 2026 - Jun 2026

- Recruitment Support
- Employee record Management
- Attendance management
- Joining and onboarding
- Training support

Certifications

- Diploma in Computer Application