

NAME

EMAIL ID | PHONE NO

OBJECTIVE:

To obtain a role in a dynamic company where I can contribute to its success through my skills, while also learning from the company and developing my career as a Human Resource professional.

SUMMARY:

- Having approximate 2 years of working experience as an Assistant HR
- Efficient assistance in interviewing and assessing the people
- Handled induction & orientation, training and development, talent engagement, Exit formalities etc
- Expert in taking the order from the seniors and giving the valuable suggestions

SKILLS:

- Good communication and interpersonal skills
- The ability to motivate people
- Proficient with MS Office: Excel, Word and PowerPoint
- Candidate sourcing
- New employee onboarding
- Teamwork and collaborations
- Meeting preparations
- Employee relations

PROFESSIONAL EXPERIENCE: -

EDUCATION:

- | | | | | |
|-------|----------------------------|------|----------|------|
| ● BBA | Jaipur National University | JNU | 67 % | 2018 |
| ● XII | AECS No 4 | CBSE | 66 % | 2013 |
| ● X | AECS No 2 | CBSE | 7.6 CGPA | 2011 |

PERSONAL DETAILS:

- Father's name :
- Marital Status :
- Languages known :
- Current Address :

DECLARATION:

I confirm that the information provided by me is true and correct to the best of my knowledge and belief.

DATE:

PLACE:

SIGNATURE: