

OBJECTIVE

Looking for an organization where I can enhance my knowledge and from my theoretical learning give my best to the organization. Join interactive organization that offers me a productive workplace for communicating and interacting with customers and clients.

PROFILE SUMMERY

- Well verse with web technologies like Tally, MS office.
- Quick learner and ability to learn new concepts.
- Proficient in coordinating with the people.

EDUCATION

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|--------|----------------------|---|------|---------------------------|--------|
| MBA | HR,MARKETING | Madhuban College of Management Barwani | 2022 | D.A.V.V Univ ersity | 79 % |
| B.Com. | Computer application | Government College, Anjad | 2019 | D.A.V.V Univ ersity | 53.92% |
| 12th | Science Math | Sharda H.SC. School | 2014 | M.P. Board | 57% |
| 10th | Science | Saraswati Shishu Vidhya Mandir H.SC. School | 2011 | M.P. Board | 57% |

PROFESHNAL SKILL

- Proficient in basic use of MS office.
- Operating system Windows 10, Windows 7.
- Tally
- Have excellent verbal and written communication skills.
- Proficient in MS Word, Excel and PowerPoint.
- Knowledge in human resource policies, procedures and acts.
- Excellent leader ship skills with ability to lead teams.
- Sound knowledge in the hiring process.

SUMMER INTERNSHIP

Topic : Scrutinizing the process of Recruitment and Selection at JOBMITRA.
Company : JOBMITRA,
Duration : 2 months (Apr'22-Jun'22)

- Scrutinizing the suitable C.V keeping in mind different criteria.
- Conducting the the whole Recuitment process.
- Assisting in conducting "Interview"
- Organising "Orientation Programme"
- Completed two months training in **Jobmitra** and learnt about salary structure, salary statement preparation, and statutory compliances.

PERSONAL DETAIL

Date of Birth : 15th Oct. 1995
Languages Known : English, Hindi
Hobbies : Drawing, Listening Music, Art and Craft.