

DRITTI MAHAJAN

PERSONAL DETAILS

35A, 143001 Amritsar
drittimahajan2808@gmail.com, 9780657362
Date of birth: August 28, 2000
Gender: Female
Nationality: Indian

PROFILE

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills.

EDUCATION

Masters In Computer Application Amritsar Group of Colleges, Amritsar Punjab Technical University	Sep 2021 - Present
Bachelor In Computer Application Saroop Rani Government College for Women, Amritsar Guru Nanak Dev University, Amritsar	2018 - 2021
Senior Secondary Government Girls Senior Secondary School, Amritsar Punjab School Education Board	2016 - 2017
Matriculation Jagat Jyoti Model High School, Amritsar Punjab School Education Board	2015

EMPLOYMENT

ADMIN HR PULSE HOSPITAL UNIT OF EMC GROUP OF HOSPITALS, AMRITSAR	Mar 2024 - Present
<ul style="list-style-type: none">Managed recruitment and onboarding processes, ensuring compliance with company policies and regulations.Developed and implemented HR policies to enhance employee engagement and productivity.Coordinated employee training and development programs to improve skills and performance.Oversaw payroll processes, maintaining accurate records and timely salary disbursement.	

TECHNICAL SKILLS

Programming in Python

Microsoft Office: PowerPoint, Excel, Word

Database: Oracle

Web Technologies: HTML, CSS

Operating System: Windows

LANGUAGES

English

Punjabi

Hindi

HOBBIES

■ Exploring New Things

■ Art & Craft

■ Travel

■ Listening to music

COURSES

Completion Basic Computer

Jul 2016

On The Job Training

Mar 2017

Appreciation of Digital Literacy

Mar 2016

Amritsar, January 4, 2025