

# KAJAL TRIPATHI

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Nashik, Maharashtra

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## ABOUT ME

Highly motivated and detail-oriented professional with a Master's degree and strong background in organizational, analytical, and communication skills. Seeking an entry-level position in Human Resources to leverage my ability in coordination, documentation, and interpersonal communication. Passionate about fostering a productive workplace culture.

## EDUCATION

<b>MSC</b> Sandip university, nashik	2021-2023
<b>BSC</b> Sandip university, nashik	2018-2021

## SKILL

- Team management
- Team building
- Problem solving
- Time management
- Quick learner with high adaptability
- Strong Communication & Interpersonal Skills

## STRENGTHS

- Self-motivated and disciplined
- Excellent verbal and written communication
- Enthusiastic and proactive attitude
- Leadership potential and team player
- Detail-oriented and able to handle confidential information

## INTEREST

- DC Resources Management
- Recruitment & Onboarding
- Employee Engagement
- Training & Development
- HR Administration