

SHIKHA KALA



PERSONAL INFORMATION

Date of Birth:

15/05/1998

Address:

Sector-E, J.K Puram, Chhoti
Mukhani, Haldwani

Phone:

8979055568

Email:

shikhakala3097@gmail.com

LANGUAGE

English

Hindi

KEY STRENGTH

- Positive Attitude
- Focused and Responsible
- Learning Ability
- Trustworthy and Hardworking

COMPUTER SKILLS

Advance Knowledge of Microsoft Office:

- MS-Excel
- MS-Word
- MS-PowerPoint

Career Objective

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Skill Highlights

- Good administrative skills
- Willingness to learn
- Ability to work accurately

Work Experience

Sharda & Sharda LLP, Haldwani

HR Admin (Feb 2019-Present)

- Maintain payroll records (Salary, EPFO, ESIC).
- Setup interviews and issued relevant correspondences.
- Assisting with coordination of events and internal meetings.
- Dealing with facility management.
- Maintain and update company databases.
- Answered queries by employees and clients.
- Updated office policies as needed.
- Manage phone calls and correspondence (e-mail, letters)
- Manages reception area and looks after visitors.

Education

- Completed MBA from Graphic Era Hill University, Bhimtal in Human Resource in the year 2019.
- Completed B.com from Kumaun University, Haldwani in 2017.
- Completed Intermediate from Cynthia Sr. Sec. School, Haldwani from C.B.S.E. Board in the year 2014.
- Completed High School from Cynthia Sr. Sec. School, Haldwani from C.B.S.E. Board in the year 2012.

Certification

Certified for successful completion of Summer Internship from Blue Sapphire Clarks Inn, Haldwani in Human Resource from 19th June 2018 to 9th August 2018.