

NAVROOP

9780877455 nroop484@gmail.com

About Me

Detail Info

Summary

Human Resource Executive having 1.2 yr experience in Recruiting best talent for the company seeking an opportunity where my recruiting , interviewing , good communication skills, event managing and employee relations skills will enhance overall strategic plan and direction of an organization.

Education

Lovely Professional University, Phagwara (Punjab)

2019 - 2022

Masters Of Business Administration

CGPA - 7.70

BBK DAV College For Women, Amritsar (Punjab)

2015 - 2018-19

Bachelors Of Business Administration

Experience

Kaspro Solutions Pvt Ltd , Mohali (Punjab)

May 2022 - Present

HR Executive

- Hiring and retaining talent for the organization at right cost
 - Head hunting & Screening
 - Scheduling and taking online interviews
 - Attendance and leave management
 - Event Management
 - Facilitate various employee engagement initiatives
 - Conducting disciplinary meetings
 - Establishing positive and healthy environment in accordance with company regulations
 - Database Management
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Skills

Good communication skills, Management , Team work , Employee relations, Good experience in MS Word & MS Excel

Interest

Travelling, Reading

Languages

English, Hindi, Punjabi

Social Profile

LinkedIn:

[linkedin.com/in/navroop-jagotra-155090219](https://www.linkedin.com/in/navroop-jagotra-155090219)