**CURRICULUM VITAE**

**KAJAL SINGH MUKHEYA**

**Local address : -** House no:-2829A, sector-55, housing board colony, Faridabad.  
**Mob :-** +918527517649.

**E-MAIL :-** [kajalmukheya95@gmail.com](mailto:Kajalmukheya95@gmail.com)

**Career Objective**

I am seeking a role in a company where I can contribute my ideas and be mentored towards a successful career.

**Academic Qualification**

* **Passed M.B.A** from **Lovely Professional University in 2020 .**
* **Passed B.COM** from **Ramanujan College** of **Delhi University in 2017.**
* **Passed 12th** from **Rawal International School in 2014.**
* **Passed 10th** from **Rawal International School in 2012.**

**Internship**

* **Worked** with **DREAMZACHIEVER BRAND & HR SOLUTIONS LLP** as a **HR Recruiter & Sales Coordinator** .

**Work Experience**

* **Worked** with **RBL Bank as Sales Executive from June 2020 to Mar 2021.**
* **Worked** with **Adlivetech as HR Executive from November 2021 to March 2022.**
* **Currently** working with **Daido D.M.S India Pvt Ltd as Sales Coordinator/HR-Administrator.**

**Current Responsibilities:**

* As the Sales Coordinator, my responsibilities include I work closely with the internal sales department, providing support as needed to ensure smooth operations. In addition, Utilize company resources to develop a filing system that keeps all active sales files available digitally and in hard copy form
* Take the lead on organizing the resources necessary to put together high quality sales presentations & Ensure the inventory of custom sales presentation materials such as brochures and presentation folders is always up to date
* Act as the primary customer service contact for clients who have questions about their accounts or our products.
* Work with other departments within the company to bring in additional help on creating sales presentations when needed.
* As the HR-Administrator, I am responsible for maintaining accurate records of employee leave applications, HR/accounts related documents, and attendance sheets. Additionally, I oversee the performance of new joiners, ensuring they are effectively on boarded and integrated into the company culture, developing and implementing strategies, and systems to ensure effective management of human resources within the organization.
* As part of my role, I am also responsible for preparing payment sheets for transporters and others, making and maintaining purchase orders, and discharging any other related administrative or management responsibilities assigned by the executive or management.
* Discharge any other related administrative or management responsibilities assigned by the executive or management (Like Stock updating, NOC Registration & SIMS Registration)
* Overall, I am committed to ensuring the efficient management of human resources and administrative functions within the organization, utilizing my skills and experience to drive organizational success and growth.

**About My Strength**

* Flexibility and adaptability
* creative ideas
* Goal oriented
* Self-motivated
* Honesty and integrity
* Strong work ethic
* Motivator

**Technical Skills**

* MS WORD and MS EXCEL
* MS POWERPOINT**.**
* Outlook

**Personal Details**

**Father’s Name** :- Mr. Padam Singh

**Mother’s Name** :- Mrs. Meena

**Date Of Birth** :- 04 January 1996

**Sex**  :- Female

**Nationality**  :- Indian

**Marital Status** :- Single

**Languages known** :- English, Hindi.

***I hereby declare that the above information’s are true to the best of my knowledge and belief.***

**Date:**

**Place:**

**(KAJAL SINGH MUKHEYA)**