



SUMMARY

Adept professional with a perfect personality, demonstrating excellent interpersonal skills, adaptability, and a positive attitude. Proven track record of effective communication, leadership, and collaboration in diverse environments. Results-driven and committed to maintaining a strong work ethic with a focus on continuous personal and professional development.

EDUCATION

Kurkshetra University , Kurukshetra

Bachelor's in Commerce.

IG . Public school, Kaithal

12th (Commerce) from CBSE in 2020 - 74.2

RKSD public school, kaithal

10th from CBSE in 2017 -52.2

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

CERTIFICATIONS

- * Internship completion certificate (Ternix)
- * Digital marketing (Great Learning)
- * MS Excel (Zed king)
- * Advance Tally (Zed king)
- * Basics of Computer (Zed king)
- * Certificate of participation in Beat the Street (IIM , Mumbai)
- * Certificate of participation in Shree Ram Trading Challenge (SRCC,DU,Delhi)
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INTERNSHIP EXPERIENCE

HR Executive

As an HR intern, actively contributed to recruitment processes, including sourcing candidates, conducting initial screenings, and coordinating interviews. Assisted in onboarding new hires, facilitated employee orientation programs, and maintained accurate personnel records. Collaborated with the HR team to draft and update policies, fostering a positive workplace culture. Engaged in employee relations activities and supported various HR functions, gaining valuable insights into the practical aspects of human resources management.

Skills developed As an intern in HR field

*Recruitment Skills: Acquired proficiency in candidate sourcing, resume screening, and interview coordination. Acquired proficiency in candidate sourcing, resume screening, and interview coordination.

* Onboarding Expertise: Contributed to onboarding processes, gaining hands-on experience in orientation and documentation.

*Employee Relations: Developed interpersonal skills by engaging in employee relations activities and addressing workplace concerns.

* Data management is the practice of collecting, organizing, and accessing data to support productivity, efficiency, and decision making.

Hobbies and Interests

* Language Learning: Demonstrates a commitment to continuous learning.

* Artistic Pursuits: Illustrates creativity and attention to detail.

* Reading or Writing: Indicates communication and analytical skills.

* Team Sports: Demonstrates teamwork and collaboration.

*Public Speaking or Toastmasters: Demonstrates communication and presentation skills.

*Networking or Professional Groups: Indicates a proactive approach to career development.