



Contact

Phone

9899165811

Email

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Address

860/10, Faridabad,
Haryana, 121006

Education

Class 12th from Commerce (2022)
Class 10th (2020)

Marks : 79.6% in 12th
Marks : 68% in 12th

Hobbies

- Reading Books
- Sketching
- Video Editing
- Listening Music
- Cooking

Language

English
Hindi

SHAHANA

HR Assistant

Career Objective

A BBA Pursuing student from Manav Rachna international institute of research and to studies willing to make a career in the field of human resource management in a reputed organization. Looking forward to work as HR assistant as now.

Skills

1. Have excellent verbal & written Communication skills
2. Proficient in MS word, Excel and PowerPoint.
3. Knowledge in Human resource Policies, Procedures & acts
4. Excellent leadership Skills with ability to lead teams.
5. Sound knowledge in the Hiring process.

References

MANAV RACHNA PLACEMENT AND
CELL DEPARTMENT