



LOVELY
PROFESSIONAL
UNIVERSITY

INFO

EDUCATION



Name

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Date of Birth

28-05-1997



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Year	Degree	Institute	CGPA / Percentage
2020	B.Tech (CSE)	Lovely Professional University, Phagwara	6.83/10
2016	XII(CBSE)	Mithila Public School, Araria	64 %
2012	X(CBSE)	Araria Public School, Araria	8.2/10



SKILL AND ACHIEVEMENT

- Certification of HR with SevenMentor (April. 2021 to July 2021) :
 - Cores HR Management : Handling Documentation, Background Verification, Maintaining Records.
 - Job Analysis - Job Description & Job Specification
 - Job portal: Naukari.com, LinkedIn, Monster.com
 - Payroll Management: Attendance report, Leave data calculation, Salary components- Basic, HRA, PF, PT, Transport allowance, Special Allowance.
- Certification in Advance Excel from Internshala (Dec. 2018 to Jan 2019):
 - Formula and Function
 - Pivot Tables



TECHNICAL SKILLS

- Excel
- SEO
- WordPress
- SQL



EXTRA ACTIVITY

- Participation in Yoga session
- Participation in Bhangra dance event, Guinness book of world record hold by LPU.



WORK EXPERIENCE

- 3 months Training and Internship from JobsAcademy(Nov 2020 to March 2021)
 - Hands on experience on Job portal
 - Job Analysis- Job description & job specification
 - Process of Recruitment
 - Sources of Recruitment