

## **Objective**

It is no profit to have learned well, if you neglect to do well". I want to create value for the organization, thus boosting the company's growth and my career as well.

## **Education**

Degree/ Certificate	Board/University	School/College	Passing Year	Percentage/CGPA
BBA	M.D.U Rohtak	K.L Mehta Dayanand college for women.	2019	78.84 % [ 5th University rank holder]
XII	C.B.S.E	B.N Public School.	2016	80%
X	C.B.S.E	B.N Public School.	2014	7.8 CGPA

## **Achievements and Awards**

### **Five Trophies during graduation.**

- Two Being a Class Topper.
- Three Being a Merit list Holder.

## **Additional Course**

### **NSDC**

- Employability Skills.
- Accounts Executive.

## **Internship**

HR Executive (Two Months).

Shivalik Prints Ltd. (Export Division).

## **Learnings**

- Documentation.
- Provident and ESI related activity.
- Preparing and Enrolling Punch Cards.
- Handling Grievances and queries.

## **Experience**

HR Administrator (26 June, 2016 – Till the date)

Varun precision components pvt. ltd.(Automobile Co.)

## **Roles and Responsibilities**

- Salary Preparation.
- Conducting and Taking First round of interviews.
- Documentation.
- Enrollment.
- ESI and PF related work.
- Updating IAFI Reports.
- Keeping track on attendance.
- Conducting training as per requirement by client.
- Making policies, rules and regulations as per requirement.
- Handling Employee queries and grievances.
- Solving and communicating Employee problem. etc

## **Technical Skills**

- PC user skills, Internet user skills.
- MS office language, Window operating system.
- Netbeans, MySQL, HTML

## **Skills**

- Power point presentation skills.
- Motivational skills.

## **Personal Details**

Father's Name:	: Mr Govind Singh Rawat
Mother's Name	: Mrs Sarita Devi
Date of Birth	: 2 Nov, 1997
Language	: Hindi, English, Garhwali
Gender	: Female
Nationality	: Indian

## **Strenght**

- Hardworking.
- Trustworthy.
- Leadership.
- Quick Learner.
- Positivity.

## **Declaration**

I Solemnly declare that the above information is true and correct to the best of my knowledge.

Date:

Place:

(Radha Rawat)