

# Kamlesh Latwal

Gurgaon, Haryana

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8868848843

- Good written, communication, interpersonal and problem solving skills with the ability to work in multi-cultural environment.
- Focused and Goal driven with strong Work Ethics, continuously striving for improvement and coupled with commitment to offer Quality Work.
- Endowed with a passion for winning as evinced through learning constantly in the academic & extracurricular areas.
- Abilities in handling multiple priorities, with a bias for action and a genuine interest in personal and professional development.
- An individual with good interpersonal skills and willingness to learn.

Willing to relocate to: Delhi, Delhi - Noida, Uttar Pradesh

## Work Experience

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### **HE executive**

Fedders electric and engineering LTD

Present

Worked with payroll

Used maintain the file of new employee

Making of salary slips

Lining of interviews

Marking of attendance

Looking after travel allowance of employee

Making of different forms

Looking after the bills

### **HR Executive & Admin**

Facts N Fiction - Gurgaon, Haryana

March 2019 to July 2019

Software: Having good knowledge of MS Word, MS EXCEL, MS POWERPOINT

## Education

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### **MBA in Finance**

Punjab university

2017

### **M.COM**

KUMAON UNIVERSITY

2015

## Skills / IT Skills

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BUDGET (Less than 1 year), BUDGETING (Less than 1 year)

## Additional Information

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### OTHERSKILLS:

- Having basic knowledge of Tax and GST
- Having good communication skill
- Good with calculation work
- Love to interact with new people
- Good in analysing data
- Good at budgeting and analysing the budget