

Kartik

House No. B-70, Karampura

New Delhi 110015

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Objective:

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

Executive Summary:

- 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.
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Academic Record:

Examination	Board	Year of Passing
Graduation	DELHI UNIVERSITY	2021
12th	CBSE	2018
10th	CBSE	2016

IT Skills:

Operating System : Windows XP, 8, 10,Vista

Package : (BASIC) MS Office (2003 & 2007)

Work Experience

- fresher

Keyskills:

- Having the knowledge of using various portals like Naukri.com, Indeed, Work India etc.
- Having the experience of making Job Description for various positions.
- Having knowledge about ESI and PF.
- Know how to salary of the employees through biometric.
- Good with the operation part.
- Aware about the various HR Policies.
- Making of appointment Letter and Job offer letter.

Hobbies:

- Listening Music, Travelling, Surfing Net, Cooking, Photography

Declaration:

I hereby declare that all the information furnished above is correct and complete to the best of my knowledge and belief.

PLACE: Delhi

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