**CURRICULUM-VITAE**

**Lovely Rathore**

H. No – 907F/23, Sector 11, Katariya Estate ContactNo :+91 –9599111671

Gurgaon, Haryana - 122001 +91 –8368149619

Email : lovelyrathor1993@gmail.com

**CAREER OBJECTIVE :**

To excel in the Human resource profession and hold up a challenging position in corporate worldthrough diligence and dedication with sincerity to ensure my highest contributiontowards theorganization I work with.

**EDUCATIONAL QUALIFICATIONS :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Board/University** | **Institute/School** | **Year of**  **Passing** |
| M.B.A | Guru Jhambeswar University | Institute of Media & Tech | 2018 |
| B.B.A | Maharishi Dayanand University | Govt. P.G College | 2015 |
| 12th | Haryana Board | S.D Sr. Sec. School | 2010 |
| 10th | Haryana Board | S.D Sr. Sec. School | 2008 |

**PROFESSIONAL SUMMARY :**

* Currently working as a HR Executive.
* **3.10 years** relevant Experience in Human Resources.
* Handling all the responsibilities of HR Dept.
* Experience inMS Excel, HR Tools like Grey HR and My Office Guardian.
* Experience inEmployee Management, New Joining Formalities.
* Employee File Management, Attendance Record, Leave Tracker and Policy.
* Employee Insurance Management, Budget Tracker, Bio Metric Management.
* Employee Grievances Management, ESI- PF Management.
* Onboarding, Employee Engagement.

**PROFESSIONAL PROFILE:**

|  |  |
| --- | --- |
| **ORGANIZATION** | **DURATION** |
| DCK | May 2014 – May 2015 |
| Biryani By Kilo | May 2015 – Current |

**TECHNICAL SKILL SET:**

* Total Experience : 4.3Years
* Operating System : Windows, Chrome OS
* Windows Tool : MS Office, MS Excel
* Tool : Grey HR, My Office Guardian

**SKILL SET:**

* Ability to communicate and handle Employees.
* Ability to perform all Joining Formalities Single handedly.
* Ability to be decisive.
* Ability to communicate to both technical and business staff.

**HOBBIES:**

* Dancing.
* Event Management

|  |
| --- |
| **STRENGTH:** |

* Positive Thinking and Flexible.
* Smart Worker and Good Decision Maker.
* Team Player and have the ability to lead team.
* Self-motivated and Quick learning ability.
* Good Communications Skills.

**PERSONAL DETAILS :**

Date of birth : 19/May/1993

Father’s name : Mr.Tirath Singh

Sex : Female

Nationality : Indian

Marital Status : Single

Languages Known : English,Hindi

**Declaration:** I hereby declare that the above information is correct to the best of my knowledge.

Dated:- (Lovely Rathore)

Place:-