

# PRIYA VIRDI

---

HR Professional



## CAREER OBJECTIVE

Aspiring for challenging assignments in Human resource management with an organization of repute where skills in Recruitment, Training, and Performance management can be utilized to improve the company's performance.

## CORE COMPETENCIES

- Employee Training and Development.
- Best Recruiting Practices.
- Admin activities.
- Grievance handling.
- Payroll.

## WORK EXPERIENCE

### H.R Executive

**ACE BRAIN TECHNOLOGIES | JULY 2019 TO SEPTEMBER 2019**

- Ensures a high level of employee engagement.
- Arranging training for new employees..
- Contributes to organizational planning
- Posting job openings.
- Recruiting.
- Salary sheet and attendance management.

## CAREER OVERVIEW

*I am a Human Resources Professional with 1.5 years of experience in recruitment, Administration, Training and Development.*

## CONTACT INFO

*Barsha Height  
Te-com Dubai, UAE  
+971585839633*

*priyavirdi18@gmail.com*

## EXTRA- CURRICULAR ACTIVITIES

- *Member of Core Committee in sports event Spandan-2018.*
- *Event Organizer - MOONSTONE"*
- *Winner's in Parade Competition- Cantonment Board Mhow, on 26 Jan 2011.*

## H.R Recruiter

**B.K ENTERPRISES | APRIL 2017 TO  
SEPTEMBER 2018**

- Posting job openings.
- Recruiting.
- Hiring.
- Arranging training for new employees.
- Administrative Assistant.
- Coordinating office activities – Attendance, payroll.

## ACADEMIC HISTORY

- MBA (IB) from School of Economics, DAVV University Indore (2017-2019), current CGPA 7.50
- B.E (Automobile) from Medicaps Institute of Science & Technology, RGPV University (2012-16) 7.02 CGPA.
- Higher Secondary School Certificate examination from St Marry's Convent School (CBSE) Mhow in 2012, 77%

## SKILLS :

- Microsoft Office – Excel, PowerPoint and word.
- Exceptional presentation and interpersonal skills.
- Ability to work in a team as well as individual.
- Good command over HR concepts.
- Problem solving skills, Target oriented, Quick learner.
- Database Management
- Good communication, positive attitude and good listener.

## INTEREST & HOBBIES :

*Internet Surfing,  
Cooking.*

## TRAINING UNDERGONE -

➤ *Hr internship for one month in  
Endeavour IT Solution, Indore.*

## PERSONAL PROFILE :

*Father's Name : Balvinder  
Singh Viridi  
Mother's Name : Shyama Viridi  
Date of Birth : 18/03/1994  
Gender : Female  
Language Known : Hindi, English  
and Punjabi*