# C:\Users\amit\Desktop\1.JPGRESUME

**Personal Details**

* Name: Komal Chawla
* Mobile: 9149162329, 7055523662
* Email ID: [chawlakomal202@gmail.com](mailto:chawlakomal202@gmail.com)
* Date of Birth : 14 July 1996
* Father’s Name: Ajay kumar Chawla
* Nationality : Indian
* Marital Status : Unmarried
* Languages Known: English and Hindi
* Address : Flat F-12 Purushottam Bagh, Dayalbagh , Agra(U.P.)

# Personal Statement

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# To be a part of an organization with scope of a challenging career opportunity for learning with continuous improvement of skills, experience and knowledge with the wide scope of growth.

**Skills Summary**

* Data management. \_Employee Engagement. \_ Attendence Management
* Recruitment. \_Joining and Induction. \_Screening.

# **Computer Skills**

Basic Knowledge in computer

MS office.

# Relevant Skills

* Wages and salary Administration.
* Statutory compliances ( PF,ESI, Gratuity & Bonus ).
* Statutory deductions ( PF,ESI ).
* Generating pay slips.
* Knowledge of Recruitment.

**Personal Skills**

* Supportive in nature.
* Communication Skill.
* Strong willingness to learn new skills and ability.
* Hard work and Team work.
* Patience
* Time management
* Truthful
* Honest

**Education Qualification**

* M.B.A in Human resource and finance from Dr. A.P.J Abdul Kalam Technical University in 2020 .
* Completed Graduation ( B.com) from B.R Ambedkar University in 2017.
* Intermediate from C.B.S.E Board in 2014.
* High school from C.B.S.E Board in 2012.

**Working Experience**

**Internship in HR**

* I have done 45 days of HR internship in Basant Overseas LTD.

**Training Attended**

* HR Generalist training program from Alliance Training and Skill Development, Agra.

**Topics**

* Wages and salary Administration ( structuring).
* Payroll Management
* Statutory compliances ( PF,ESI, Gratuity and Bonus).
* Performance Appraisal.
* Performance Analysis.
* Training and development.
* Recruitment and selection Process.
* Industrial Laws such as ( Industrial dispute Act 1947, Factories Act 1948, Minimum wages Act 1948, Maternity Benefit Act 1961).
* Allowances ( DA,HRA, Travelling Allowance and Medical Allowance etc).

**Declaration**

**I Hereby declare that the above – furnished details are true with Proven records.**

**Place:** Agra

**Date: ( Komal Chawla )**