***Kamlesh Latwal***

**House No. D 137, Pandav Nagar**

**Akshardham, New Delhi**

**Mob No: -8868848843**

**Email: -*latwal.kamlesh117@gmail.com***

***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.



***Academic Record:***

|  |  |  |
| --- | --- | --- |
| **Examination** | **Board** | **Year of Passing** |
| PostGraduation  (MBA) | PUNJABUNIVERSITY | PURSUING |
| Post Graduation  (M.COM) | KUMAON UNIVERSITY | 2017 |
| Graduation  (B.COM) | KUMAON UNIVERSITY | 2015 |
| Intermediate | CBSE | 2011 |
| High School | CBSE | 2009 |



***IT Skills:***

**Operating System :** Windows XP, 8, 10,Vista

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



**Work Experience**

* 4 Months Internship at Facts N FICTION Creative Studio p. LTD in the field of HR and Admin.
* 1 year 2 months experience in HR Executive in Fedders Electric & Engineering Limited.

***Keyskills:***

* Have good knowledge of MS Excel and MS Word.
* Having knowledge about Payroll.
* Having experience of recruitment for various positions.
* 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 KAMLESH LATWAL**