**Resume**

**Simran**

Contact No.: +91-8607984395

Email. : shuklasimran196@gmail.com

**Permanent Address:**

H.No.1264-P, Sector-7 Ext

Gurgaon (HR) 122001

**CAREER OBJECTIVE**

Seeking a career that is more innovative and interesting and a job that given me opportunity to learn and enhance my skills and strengths in conjunction with company goals and objectives.

**BASIC ACADEMIC CREDENTIALS**

* 10th Passed From **H.B.S.E**
* 12th Passed From **H.B.S.E**
* **JBT Passed From Board of Education Panchkula. Haryana**
* **B.Com Passed From Himalyan University, Itanagar Arunachal Pradesh**

**WORK EXPERIENCE**

* Three year experience of Tally shiv public sr.sec school sohna Gurgaon
* To support and implement effective recommendation on the design and development of assigned Human Resource functional areas, encompassing various programs relating to compensation, benefits, resourcing, organizational effectiveness and/oremployee development.
* Prepare job Descriptions conduct jobAnalysis& Evaluation to develop Pay Structures & Compensation Models.
* Proficient with Word, Excel and Internet Usage. Familiarity with 10- key and alphanumeric typing (50WPM) Ability to work independently and demonstrate accuracy with particular attention to details. Wide knowledge of entering data fields into computers in Windows.
* Sale, purchase, contra , receipt entries working in various software are work from Elite Electricals

**TECHNICAL QUALIFICATION**

* Basic Experience of working in various software like Tally 9 ERP etc.
* Computer Diploma with 6 Month AICE Sohna

**Personal Details**

**Date of Birth : - 11-11-1995**

**Father’s Name : - Lt. Sh. Puran Lal**

**Marital Status : - Married**

**Sex : - Female**

**Nationality : - Indian**

**Language Known : - English and Hindi**

**Hobbies : - Listening Song, Cooking**

**Declaration**

I hereby declare that all the information given above is correct as per my knowledge.

Place:-

Date:-

Simran