**Pavneet Kaur Sethi**

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EDUCATION

**Symbiosis Centre for Distance Learning, Pune**

Objective

Gain experience in a HR role along with a focus on business development to enhance my overall professional skills in a dynamic and challenging workplace.

Language Skills

* Proficient: English, Hindi, Punjabi

Hobbies and Interests

* Dancing
* Listening to music

PERSONALITY TRAITS

* Strong motivational and leadership skills.
* Exceptional presentation and interpersonal skills.
* Excellent communication skills in written and verbal both.

ACHIEVEMENTS

* Awarded the fastest learner in AddRec Solutions
* Member of the organization committee of the Youth Festival.
* Participated in various Sports and cultural activities at school & college level.

CONTACT DETAILS

+91-9650311767

dua.pavneet@gmail.com

*Post-Graduate Diploma in Business Administration (Human Resource)*

**Nitte Institute of Technology, Bangalore**

*Bachelors of Engineering, Computer Science*

WORK EXPERIENCE

**AddRec Solutions (Manpower Simplified) Jan 2008 – Sep 2008**

*HR Executive*

* Understood client’s demand and sourcing of right profiles based on requirement
* Posted Job advertisements in various media such as Newspapers and Job portals
* Creation of databank for Management cadre and short listing of Resume and maintenance of all recruitment related records
* Analyzed manpower needs on monthly basis, identified the critical positions and raised requisitions with hiring team.
* Prepared Job Description for every position across all levels of the organizations.

**TLC Feb2009 - Aug2009**

*Telesales Executive*

* To give introduction of the dining program, explaining the whole schemes and to end up with sales

**IBM Sep2009 - Nov2010**

*Technical Support Executive*

* Part of technical support team and web team to achieve service level agreement.
* Supported business partners in doing root cause analysis of technical issues.
* Counseled customers about the company’s credentials to generate and accelerate business.
* Certified with Comp TIA A+ and Comp TIA N+ to ensure the best quality.