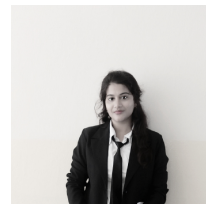


RAKSHA PURWAR

@ rakshapurwar04@gmail.com

9140530694

Sector-1 Manesar ,Haryana



CAREER OBJECTIVE

I would like to be a part of challenging environment where I can make the best of my potential and contribute to the organisation's growth.



EXPERIENCE

Hansfurniture Studio Private Limited

Nov 2021 -

Human Resource Executive

Key Responsibilities :-

Sourcing the candidates through different job portals.

Take the telephone round of interview and Scheduled the interview.

Preparing the letters & Forms for employees.

Handling attendance Activities.

Maintain the employee records .

Deals with all issues of employees.

Responsible for stationary ,pentry bills & worker meal bills.

Management of Organisation.

RSPL LIMITED , KANPUR

June 2019 - July 2019

A Study on Performance Appraisal
Summer Internship

SEMS WELFARE FOUNDATION

Aug 2021 - Nov 2021

Human Resource INTERN



EDUCATION

Babu Banarasi Das National Institute of Technology & Management , Lucknow

2018-2020

Post Graduation || MBA (HR & Finance)

7.43 CGPA

Bundelkhand University

2015-2018

Graduation || B.Sc (Mathematics)

61%



SKILLS

Recruitment Process Ability.

Proficient in CRM Software.

Good communication and Leadership.

Interpersonal skills and team work .

Quick learner and adopting new things.



INTERESTS

Writing Poetry

Creativity

Dancing

Travelling



LANGUAGE

Hindi

English



ACHIEVEMENTS

Qualified (NMMS) National Means Merit Scholarship Exam and Got Award.

Participated in Clean Noida Green Champion Project 2020 and Won Prize & Certificate.

Secured 1st position in Financial Dervatives .

Certified NPTEL Course Enhancing Soft skills and Personality .



PERSONAL DETAILS

Date of Birth : 04/08/1996

Marital Status : Single

Nationality : Indian

Religion : Hindu

Gender : Female

