**SUDHA**

**Address: - Sec-49, Noida, U.P -201301**

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***CAREER OBJECTIVE:***

To work in Healthy & professional environment which will be direct towards the organizational goals and perform to the best my abilities by making optimum use of my work ethics and skills

***PROFESSIONAL QUALIFICATION:***

* **PGDM** from IMT Ghaziabad.

***ACADEMIC CREDENTIALS:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Course/Standard** | **Board/University** | **Year of completion** | **Marks obtained** |
| **B.com** | Delhi University | 2018 | 59% |
| Inter Mediate | C.B.S.E Board | 2014 | 64% |
| High School | C.B.S.E Board | 2012 | 8.0 |

***Previous Experience:***

* **BECIL – Oct- 19 to Nov-20**As an HR Executive I was the part of joining formalities, generating EPF and ESI, maintaining attendance, documentation, absenteeism, end to end recruitment, solving grievances of employees etc.
* **Henry Harvin Education – June – 21 to Till**It’s my current company here I am part of end to end recruitment, joining formalities, exit formalities, documentation, taking HR round interviews, induction, solving grievances of employees, exit interviews etc.

***HOBBIES:***

* Listening Music

***STRENGTHS:***

* My strengths include Positive Attitude, Sincerity towards my profession and ability to learn and adopt new challenges.

***PERSONAL DETAILS:***

Father’s name : MR. Hariram Verma

Date of birth : 05-Jan-1997

Language Known : Hindi, English

Sex : Female

Nationality : Indian.

***DECLARATION:***

I hereby declare that the above-mentioned facts are true to the best of my knowledge and belief.

Date:

Place: **(SUDHA VERMA)**