

**Whats app Mobile:+971504753686**

**Gulfjobseeker.com CV No:260329**

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

# CAREER OBJECTIVE

# Seeking an opportunity to work with the company in a challenging environment so as to learn & contribute in an efficient manner towards the success of the organization

# PROFESSIONAL QUALIFICATION

* Masters of Business Administration (MBA) with Distinction in Human Resources with 73% marks from PTU Jalandhar, India session 2008-10
* Bachelor of Arts (B.A) with 66% marks from Punjab University Chandigarh, India session 2006-08

# WORK EXPERIENCE

**Technomatic Automotive Components P LtdIndia** Oct’2014 – Mar’15

Executive- HR

* **HR Function**
* Established Joining system for new employees
* Coordinating Campus Recruitments for new positions
* Training to Sales Executives
* Lead Square Software – Sales Executive daily performance report
* Daily MIS

**Bony Polymers Pvt. Ltd,**  Dec’2013 – Mar’14

Assistant Executive- HR

* **Recruitment & Induction**
* Interview tie up for perspectives employees
* Salary finalization
* Issue LOI, Appointment letter
* Joining formalities of New employees
* Orientation cum Induction Program
* **Training & Development**
* Training Calendar for organization based on department needs
* Conducting Training Program
* Follow up of 5S action points

# COMPUTER SKILLS

* Well versed with MS-Office

# STRENGTHS

* Team Work
* Disciplined

# HOBBIES

* Have keen interest in Book Reading, Travelling

# EXTRA CURRICULAR ACTIVITIES

* Participated & Won 2nd Prize in School level Rangoli Competition
* Participated in Cooking Competition in Graduation

# PERSONAL DETAILS

Gender : Female

Nationality : Indian

Languages Known : English, Hindi and Punjabi