**EKTA TIWARI**

**Ekta\_387763@2freemail.com**

**CAREER OBJECTIVES:**

“To learn new methods of Finance & HR skills, and shape myself by consistently learning from experiences, by contributing my best to the organization and exploiting the growth opportunities as well as the challenges that comes on my way with at most dedication”.

**SUMMARY**

* **3 Year** of development ,Supporting & maintenance experience in HR department in an organization
* Knowledge in Administration department as well. Handling Petty Cashbooks, daily expenses of the company.
* Reliable, resourceful and efficient team player, able to adapt quickly the new concepts and technologies.

**PROFESSIONAL EXPERIENCE**

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| --- | --- |
| HR EXECUTIVE & ADMINISTRATION INCHARGE IN MANUFACTURING FEILD | August 2015 to May 2018 |

**EDUCATIONAL PROFILE**

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| **2014** | **MBA** | **BANGALORE UNIVERSITY** |  **64%** |
| 2012 | BBA | WEST BENGAL UNIVERSITY |  64 % |
| 2009 | Plus Two | CBSE DELHI BOARD |  58 % |
| 2006 | 10th standard | BIHAR BOARD |  56% |

**TECHNICAL SKILL**

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| Operating System | Microsoft Windows 98/XP/2000/ Windows 7/ Windows 8 |
| Microsoft Office  | Microsoft Office Word / Excel / Powerpoint |

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**PROFESSIONAL SUMMARY**

**1. HR Executive &Recruting**

Company Type : Garments Export Company

Company Address: New Delhi , India

Responsibility :Maintains employee database, and recruiting for the new employees.

Tenure : August 2015 to October 2016 onwards

**2. HR Executive & Administration Incharge**

Company Type : Garments Export Company

Company Address: New Delhi, India

Responsibility :Maintains employee database, Handling employees query and solve them , maintenance of the company area. Attending outside guests as well.

Tenure :November 2016 to May 2018 onwards

**INTERPERSONAL SKILLS:**

* Ability to develop & maintain a good communication.
* Willingness to learn Leadership qualities.
* Decision making ability.
* Hard working & Innovative.
* **1) Academic Project :**

|  |  |
| --- | --- |
| Project Tittle: | An OrganisationalStudy |
| Project Duration : | 4 Weeks |
| Role during project | As a Project Trainee |

**Project Description :**

* To study Organizational activities in all functional areas and relate this to theoretical knowledge.
* Identify problem of various department.
* SWOT analysis.

**. 2) Academic Project :**

|  |  |
| --- | --- |
| Project Tittle: | A Study of Performance Appraisal |
| Project Duration : | 4 Weeks |
| Role during project | As a Auditor on performance apprailse of the company |

**Project Description :**

 .To Study the employees performance in the organization

Prepare a questioner and on that report make a hypothesis testing.

**CO-CURRICULAR ACTIVITIES:**

* Organized HR Conclave “HR AT CROSS ROADS- BRIDGING THE GAPS” in at Reva Institute of Science and Management.
* Organized an “Entrepreneurship Carnival” in at Reva Institute of Science and Management.

**PERSONAL DETAILS:**

**Sex :** Female
**Nationality :** Indian
**Marital Status :**Single

**Hobbies :** Reading Books, Travelling.

**Languages Known   :**English, And Hindi