

# CURRICULUM-VITAE

## Lovely Rathore

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### CAREER OBJECTIVE:

To excel in the Human resource profession and hold up a challenging position in corporate world through diligence and dedication with sincerity to ensure my highest contribution towards the organization I work with.

### EDUCATIONAL QUALIFICATIONS:

Course	Board/University	Institute/School	Year of Passing
M.B.A	Guru Jambheshwar University	Institute of Media & Tech	2018
B.B.A	Maharishi Dayanand University	Govt. P.G College	2015
12 <sup>th</sup>	Haryana Board	S.D Sr. Sec. School	2010
10 <sup>th</sup>	Haryana Board	S.D Sr. Sec. School	2008

### PROFESSIONAL SUMMARY:

- ✓ Currently working as a Senior HR Executive.
- ✓ Have worked in F&B & Logistics Industry and has gain good ground level knowledge of processes after working with Startups.
- ✓ **4.5 years** relevant Experience in Human Resources.
- ✓ Handling & have experience in all major responsibilities of HR Dept.

Hiring/Staffing	Employee File Management	Employee Insurance Management
Recruitment (Junior/Senior Level)	Attendance Management	Policy Management/Creation
Interviewing	Leave Tracker Maintenance	Employee Relations
Joining Formalities	Payroll Management	Grievance Handling
Induction Program	ESI-PF Management	Budget Tracker
Training & Development	Bio Metric Management	Exit Formalities

- ✓ Experience in MS Excel, PowerPoint, HR Tools like Grey HR and My Office Guardian, Email Management.

## **PROFESSIONAL PROFILE:**

<b>ORGANIZATION</b>	<b>DURATION</b>
DCK	May 2014 – May 2015
Biryani By Kilo	May 2015 – Oct 2019
CABT Pvt Ltd	Oct 2019 - Current

## **TECHNICAL SKILL SET:**

- ✓ Total Experience : 4.5 Years
- ✓ Operating System : Windows, Chrome OS
- ✓ Windows Tool : MS Office, MS Excel, MS PowerPoint, ESI-PF
- ✓ Tool : Grey HR, My Office Guardian, Email Management

## **SKILL SET:**

- Ability to communicate and handle Employees.
- Ability to handle all HR operations.
- Ability to communicate to both technical and business staff.

## **HOBBIES:**

- Dancing.
- Event Management

## **STRENGTH:**

- Good Communications Skills & Positive Thinking.
- Smart Worker and Good Decision Maker.
- Team Player and have the ability to lead the team.
- Self-motivated and Quick learning ability.

## **PERSONAL DETAILS:**

Date of birth : 19/May/1993  
Father's name : Mr.Tirath Singh  
Sex : Female  
Nationality : Indian  
Marital Status : Single  
Languages Known : English, Hindi

**Declaration:** I hereby declare that the above information is correct to the best of my knowledge.

Dated: -  
Place:-

(Lovely Rathore)