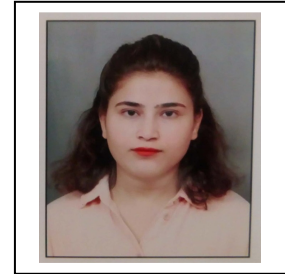


## CURRICULUM VITAE

**Ms. HEENA PRAKASH**  
**Address: - 41, vivek vihar,**  
**Rajpur road, jakhan**  
**Dehra Dun, Uttarakhand.**



**BBA in Human Resource**

**Contact No.9548226929**  
**Email Id: - jezzika.massi93@gmail.com**

---

### CAREER OBJECTIVE

To acquire a good position in reputed company and work systematically as per the desire of the organization and to grow as a professional with the organizational development.

### PROFESSIONAL EXPERIENCE

- 1. Company Name- Hotel Rain tree, Dubai**  
**Duration - April 2017 – April 2018**  
**Designation - HR Assistant Trainee**

#### **Responsibilities:-**

- ✓ Assisting HR Manager in day to day work schedule.
- ✓ Handling the Recruitments
- ✓ Employee Engagement
- ✓ Locker's Management on excel sheet.
- ✓ Entries of new Joiners and all joining formalities.
- ✓ Leave Management
- ✓ File Management
- ✓ Assisting in Payroll on IDS
- ✓ Preparing letters ( Appointment letter, experience letter)

- 2. Company Name- Hotel Madhuban, Dehradun**  
**Duration - July 2018 – till date**  
**Designation - HR Assistant**

#### **Responsibilities:-**

- ✓ Sending Birthday and Anniversary wishes to staff and guests.
- ✓ Updating Attendance

- ✓ Handling the Recruitments
- ✓ Employee Engagement
- ✓ Locker's Management
- ✓ Entries of new Joiner and all joining formalities.
- ✓ Leave Management
- ✓ Overtime calculation
- ✓ File Management
- ✓ Payroll on IDS
- ✓ ESIC Processing.
- ✓ PF Processing
- ✓ Appraisal management
- ✓ Bonus and Gratuity Processing
- ✓ Sending challan of PF and ESIC.
- ✓ Preparing letters ( Appointment letter, experience letter)
- ✓ Exit process and policy and attrition analysis with exit interviews

### **ADDITIONAL INFORMATION**

#### Computer Skills

- ✓ Ms Office - Ms Word, Ms Excel, Ms Power point
- ✓ Working on IDS Software.

### **STRENGTHS**

- ✓ Team builder
- ✓ Hardworking
- ✓ Good communication skills
- ✓ Punctuality
- ✓ Cooperative and
- ✓ Focused towards my work.

### **ACADEMIC QUALIFICATION**

<b><u>COURSE</u></b>	<b><u>COLLEGE/ SCHOOL</u></b>	<b><u>YEAR OF PASSING</u></b>
10th	Scholars Home school. dehradun	2011
12th	Kingston Public School. Dehra Dun.	2013
BBA In HR	MIT Collage Dehra Dun.	2013-2016

### **PERSONAL DETAILS**

Father'sName : Mr. Chandra Prakash  
Date of Birth : 12 may 1995  
Gender : Female  
Blood Group : O+ve  
Marital Status : Single  
Nationality : Indian  
Religion : Hindu  
Passport No : 2051298

DECLARATION :

➤ I hereby declare that above mentioned information is correct the best of my knowledge.

Date :

Place :

(Heena Prakash)