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| |  | | --- | | **C:\Users\cu\Desktop\Ravinder##\name\img284.jpg** |   **Ph +91-8968968085**  **Email -kravinder686@gmail.com**  **Personal Information**  **Date of Birth :** 08th Oct1989  **Father’s Name** :S.Malkeet Singh  **Current Address :** Vill- Silomasko, Po- Bhallian, The- Chamkaur Sahib, Distt- Roapr.  **Nationality - INDIAN** | **Objective**  **To learn the professional environment and perform my personal and professional skills for the growth of the organization.**  **Educational Qualifications**   |  |  | | --- | --- | | **Post Graduation** | **MBA Regular(HR & Marketing)** from Punjabi University, Patiala with 77.94%. | |  |  | | **Graduation** | **B.A** from Punjab University, Patiala with 52.67%. | |  |  | | **XII & X**  **Standard** | Govt Girl School Ropar (Punjab Board) 64.67% & 57.88% respectively. | |  |  |     **Technical Qualification**   |  |  | | --- | --- | | **Courses** | **DURATION** | | Master in Computer Software Technology **(MCST) with TALLY** | 1 Year |   **Professional Training & Project Undertaking.**   * Research work entitled **“EMPLOYEES ABSENTEESIAM”** was carried out during MBA Summer training at **CM AUTO SALE PVT.LTD.(ROPAR)**  |  |  | | --- | --- | |  | **Achievements** | | * Awarded as ‘**BEST MANAGER’** for managing the **CASE STUDY** in College Fest. * Awarded as ‘**BEST ADD MAKING SHOW’** at College Fest. * Awarded for organizing the **‘FILM FEST’** at College. |  |  |  | | --- | | Work Experience | | * Currently working in **CHANDIGARH UNIVERSITY** as a office Assistant from **5-8-2013 to Till Date** | |

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|  | **Chandigarh University (Gharuan)** |
| August, 5 – Till Date **Role:**  Office Executive  **Involvement Areas:** |  Provide daily administrative support to the Human Resources Department.   Assist in resolving Students and employee inquiries related to employment, benefits as well as other HR issues as they arise.   Manage new hire Faculty paperwork and files.   Assist in the enrollment and maintenance of benefits administration.   Personnel files maintenance; filing & copying. |

**Personality ++**

* Gifted with Personality full of dynamism, gloss and high intellect.
* Logical and Analytical thinker.
* Able to work both independently and as well as with team.
* Endeavors to achieve performance excellence.

**Hobbies**

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* Reading and Listening to News
* Surfing on Internet
* Listening Music and Dancing
* Willing to learn something new Everyday

DATE- RAVINDER KAUR