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**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**

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| --- | --- |
| **Post Graduation** | **MBA Regular(HR & Marketing)** from Punjabi University, Patiala with 77.94%. |
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| **Graduation** | **B.A** from Punjab University, Patiala with 52.67%. |
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| **XII & X** **Standard** | Govt Girl School Ropar (Punjab Board) 64.67% & 57.88% respectively.  |
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**Technical Qualification**

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| **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)**

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|  | **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.
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|  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