

RAVINDER KAUR

Office Executive - CHANDIGARH UNIVERSITY

Rupnagar, Punjab

kravinder686@gmail.com

+91-8968968085

To learn the professional environment and perform my personal and professional skills for the growth of the organization.

Willing to relocate: Anywhere



WORK EXPERIENCE

Office Executive

CHANDIGARH UNIVERSITY - Chandigarh, Chandigarh

August 2013 to Present

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.
- Prepare new hire Faculty paperwork and files.
- Assist in the enrollment and maintenance of benefits administration.
- Personnel file maintenance; filing & copying.



EDUCATION

Master's in MBA (Human Resource)

Punjabi University - Patiala, Punjab

July 2011 to May 2013

Bachelor's in Arts

Punjabi University - Patiala, Punjab

July 2008 to May 2011

Higher Secondary(12th Pass) in Arts

Govt Girl Senior Secondary School Ropar - Rupnagar, Punjab

April 2006 to April 2008



SKILLS / IT SKILLS

- Microsoft Office, Excel, power point (7 years)
- Training (Less than 1 year)
- Master in Computer Software Technology (MCST) with TALLY (Less than 1 year)



AWARDS / ACHIEVEMENTS

BEST MANAGER (for managing the CASE STUDY in College Fest)

September 2012

BEST ADD MAKING SHOW at College Fest.

September 2012

Awarded for organizing the 'FILM FEST' at College

November 2012



NGO, NON-PROFIT / STUDENT ORGANIZATIONS

Member of 'NSS' (National Services Scheme) during College days

November 2008 to May 2011

Cadet of 'NCC' (National Cadet Corps) during College days

September 2008 to May 2010



PROJECTS / PAPERS PRESENTED

Research work entitled "EMPLOYEES ABSENTEESIAM" was carried out during MBA Summer training at CM AUTO SALE PVT.LTD.(ROPAR)

November 2012



ADDITIONAL INFORMATION

Personality ++

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

Hobbies

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