

Himani Panthri

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OBJECTIVE

To work in challenging environment by making contribution to the organization to the best of my ability to utilize and enhance my skill by continuous learning process and to work for the progress and upliftment of the society with my legal knowledge.

SKILLS SUMMARY

Young and articulate individual with demonstrated working experience in **Operations Department**. Strong interpersonal skills ensuring the ability to work in a highly diverse environment in which respectful and effective communication skills are integral. Groomed my skills on the following parameters:

WORK EXPERIENCE

AVLOKYA INDIA PVT.LTD.	MAY 2022 (Currently Working)
HR ASSISTANT (Admin Work)	

- Carrying out set procedures and formalities of new joining / post joining/leaving employees.
- Assist in monthly salary processing and timely filing of applicable statutory compliances.
- Build and maintain strong employee relations.
- Assist in development and implementation of human resource policies.
- Conduct employee on-boarding and help organize training & development.
- Assess candidates to ensure qualification match, cultural fit and compatibility.
- Conduct confidential interviews, follow-up references and check credits

Education Summary

- Diploma In Digital Literacy.
- Graduated CBZ (Chemistry Botany & Zoology) From Hemvati Nandan Bahuguna Garhwal University.
- Sr. Secondary from UK Board in year 2017.
- High School from UK Board in year 2015.

Technical Skills Set

- MSOffice Skills – Word, Excel & PowerPoint 2010, with knowledge of Internet.

STRENGTHS

- Self-Motivated and Confident
- Quick Learner
- Team Player

PERSONAL INFORMATION

- Nationality: Indian
- Gender: Female
- Date Of Birth: 10 April 2000
- Status: Unmarried

DECLARATION

I hereby declare that the above-mentioned information is correct up to the best of my knowledge and I bear the responsibility for the same.

Place: Uttarakhand

Date:

(Himani Panthri)