



Summary

A forward-thinking individual with refined interpersonal and multitasking skills looking to join a progressive organization that will help me explore a wide variety of opportunities that can help me gain perspective.

Skills

- Focus
- Multitasking
- MS Office
- Communication skills
- Negotiation

Education and Training

MBA

GD Goenka University

Gurgaon

HR And Marketing , 03/2024

BBA

Jammu University

Percentage: 70%

Class XII

Jagti Higher Secondary School

Percentage: 66.2%

Class X

Heema Public School

Percentage: 6

Certifications

Microsoft Excel Udemy, 04/2023

Experience

Wheelseye logistics

HR Executive | Gurgaon , India

Current

- * Maintaining the database
- * Handling the entire end to end recruitment process

srva education

Lead Analyst 06/2023 to 08/2023

- Nurturing new and active leads, Counseling corporate and giving career guidance for available courses, Generating potential leads and verifying their quality, Handled customers' complaints, Answered telephone and assist customers in a professional manner, Provided general accounting support, Assisted with customer engagement and uncover opportunities to enhance the customer experience

J&K Bank

Intern 10/2020 to 11/2020

- Presentation-Customer perception towards loan and advances of J&K bank

Accomplishments

Received award for maintenance of discipline and dignified manner

Languages

- English
- Hindi

Languages

Hindi: First Language

English: B2

Upper Intermediate