

KAJAL SHUKLA

Master of Business

Administration (MBA)

Pranveer Singh Institute of
Technology, Kanpur

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Address:-

B12/11, Asra Enclave, Sector 18,
Vrindavan Society, Lucknow,
226016.

Personal Information:-

Date of Birth:- 21 April
1995

Nationality:- Indian

Language Known:-

- English
- Hindi

Area of Interest:-

- Keen about new things in various fields.
- Interacting with new people.

CURRICULUM VITAE

CAREER OBJECTIVES

Dedicated Human Resource Coordinator focused on developing efficient processes using knowledge of recruiting, employee relations, training and development. Highly efficient and well established in administrative environments that are fast-paced and challenging.

SPECIALIZATION

MBA with dual specialization major in **Human Resource** and **Marketing** from PSIT, Kanpur.

ACADEMIC QUALIFICATIONS

- Completed Master of Business Administration (MBA) in 2020.
- Completed Masters with English Literature in 2018.
- Completed Bachelors with English Literature in 2016.
- Internship of 45 days as an HR Assistant in RSPL. (June 2019 to July 2019)

WORK EXPERIENCE

❖ Worked at Super Cloud Pvt Ltd. (Franchise of BAJAJ) From Sep 2020 till Feb 2021.

- Recruitment.
- Maintaining and updating the MIS data file of employees.
- Inventory Management.
- Time office.
- Registering employees on EPF and ESIC.
- Making incentive plans of sales team with AGM of bajaj.

❖ Worked at VK Packwell Pvt Ltd. From Aug 2021 till Nov 2021.

- End-to-End Recruitment.
- Payroll.
- Maintaining Master Data of employees.
- Maintain MIS of candidate.
- Determining suitable salaries and remuneration.
- Joining and Exit Interviews.
- Time Office.
- Updating attendance on HRone software.
- Maintaining daily work report files.
- Induction and training.
- Issuing of warning and termination letters.
- Nurture a positive working environment.

TECHNICAL SKILLS

- **Technology:-** HRone software, Excellon (CDMS), LeadSquared software.
- **Operating Systems:-** Windows 7, 8, 10.
- **Application:-** Microsoft Office.

CORE COMPETENCIES

- Human Resources Knowledge.
- Communication skills.
- Leadership.
- Relationship-Building.
- Area of interest.
- Recruitment and Selection of employees, Payroll.
- Benefits, Employee Relation.

ACHIEVEMENTS

- Certificate of Strategic and International Human Resource Management from Alison Courses.
- Participated in writing and quiz events.
- Member in core committee for College events.

DECLARATION

I hereby declare that above information are to the best my knowledge and belief.

Date:-

Kajal Shukla

Place:-