

## **CURRICULUM VITAE**

**JYOTSANA**

**Email Address:** [jyotsanap250@gmail.com](mailto:jyotsanap250@gmail.com)

**Phone:** 8887672844

### **Career Objective**

To acquire professional edge through hard work and continuous learning and to hold a position of responsibility of growth along with having a long term relationship to conduct myself in such a manner so as to uphold the dignity of the profession.

### **Education**

Examination	Board/University	Year	Marks
B.A	Lucknow University	2016	55%
Intermediate	U.P Board	2013	72%
High School	U.P Board	2011	68%

### **Professional Qualification**

MBA-HR from Swami Vivekanand Shubharti University, Meerut.

Passing Year : 2018

### **Computer Knowledge**

PDCA Computer Course.

Basic Knowledge

### **Work Experience**

Worked in Bytescrum Technologies Private Limited as HR Executive since 18<sup>th</sup> July 2018 to 31st Aug 2019.

Currently working in DesiKart E-commerce Company.

## **CURRICULUM VITAE**

### **Training Internship**

DEPARTMENT : HUMAN RESOURCE DEVELOPMENT

DURATION : 6 MONTH

### **Module Covered**

Statutory & Legal Compliance

Payroll management ( Salary Breakup)

Recruitment & Selection and Joining Formalities

Reference check of the employee from previous company.

Documentation & maintain HR Personal File.

Prepare all HR letters.

Training & Development.

Prepare MIS Reports.

Employee Grievance Handling.

Employee Engagement Activity.

Organization Development.

Leave Management System.

Performance Management System.

Employee Safety, Welfare, Wellness and Health.

Timely update day to day works.

### **Key Skills**

Hardworking

Positive Attitude

Self Motivated Person.

## **CURRICULUM VITAE**

Good Communication Skills.

Always make full use of Opportunities.

Always put positive efforts to accept changes.

### **Hobbies/Interest**

Singing

Willing to Learn new skills and knowledge.

### **Personal Info**

Name	Jyotsana
Father's Name	Mr. Dayaram
Gender	Female
Marital Status	Unmarried
Nationality	Indian
Permanent Address	Indira Nagar, Lucknow
	Pin code – 226016
Date Of Birth	18/07/1997

Declaration :

I here declare that the above information given by me is true & correct with best of my knowledge.

Place:

Date:

(JYOTSANA)