

Chanpreet Waliya

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OBJECTIVE

I am a consistent, hardworking, highly motivated person. I enjoy working with the public. I feel that I am a friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment.

ACADEMIC DETAILS

Degree/Course	Institution	Year of Passing	Percentage / Grade
Bachelor of business administration	Rama Degree College	2018	65%
Intermediate	Seventh day adventist inter college	2014	60%
High School	Saint pathik vidyalaya	2012	90%

WORK EXPERIENCE

Organization	Designation	Duration
CAPITAL RETRO	HR Executive Administrative	Sep 2018 - Feb 2019
NEUGEN PVT.LTD	Hr coordinator	Feb 2019 - Mar 2020
PINGG IT SOLUTIONS	RECRUITER	Mar 2020 - Sep 2020
URBAN.CO	HR Executive	Oct 2020 - till date

Role

- HR

FIELD OF INTEREST

- Management

SKILLS

- Communication
- Customer services
- Time management
- Leadership

STRENGTH

- Honesty
- Team work
- Creativity
- Flexibility

HOBBIES

- Exploring new skills

DECLARATION

I hereby declare that the above mentioned details are true to the best of my knowledge.

Date : 15/04/ 2021

Place : Lucknow

(Chanpreet Waliya)