# SEEMA

Worked as an(HR) with reputated organisation and Learn lots of things. Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.



### CONTACT

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- **\$** 7027557165
- Bassi karnal, Haryana 132039
- in LinkedIn

### SKILLS

#### INTERPERSONAL SKILL

Ability to listen Ability to communicate Ability to handle work

Event organisation	S
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Onboarding	
Recruitment fairs	
Team building activities	

#### SOFTWARE COMPETENCIES

Microsoft Excel
PowerPoint
Tally Beginner

#### Software Languages

Juliune Lunguuges	
Html	
Java	
C++	
Sql	
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#### **Operating System**

Window 11 Window 10

# CERTIFICATES

Excel WorkShop Tally erp Programming Languages

# 🗱 WORK EXPERIENCE

- Ê
- Maruti Suzuki India limited
- Plan and manage recruitment and selection of staff.
- Plan and conduct new employees orientation.
- Identify and manage training and development needs for employees.
- Develop and implement human resources policies and procedures.
- Administer HR policies and procedures.
- Hiring through Linkedin and Naukri.portal.
- Scheduling interviews.
- Teamwork and collaboration.
- Creating Employee relations for good work environment.

# EDUCATION

# 🏨 2021 - 2023

- Chandigarh Group of College, Landran Masters Of Business Administration
- 2017-2020

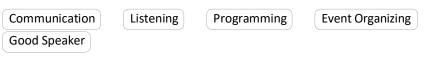
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Jeevan Chanan Mahavidhalaya, Karnal Bachelors Of Commerce

# **HOBBIES/INTERESTS**

- To interact with people to have the discussions on common issues.
- Reading books.
- enthusiastic about learning new things.

# **GENERAL SKILLS**



# **EXTRA-CURRICULAR ACTIVITIES**

- Actively participated in various drama competitions
- Taking Parts in Group Discussion in College Level.
- Taking Parts in Drawing Competitions.

### **ACTIVITIES AS AN INTERN**

