

SEEMA

Worked as an(HR) with reputed 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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- 🌐 LinkedIn

SKILLS

INTERPERSONAL SKILL

- Ability to listen
- Ability to communicate
- Ability to handle work

Event organisations

- Onboarding
- Recruitment fairs
- Team building activities

SOFTWARE COMPETENCIES

- Microsoft Excel
- PowerPoint
- Tally Beginner

Software Languages

- Html
- Java
- C++
- Sql

Operating System

- Window 11
- Window 10

CERTIFICATES

- Excel WorkShop
- Tally erp
- Programming Languages

WORK EXPERIENCE



📍 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

📍 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

Communication

Listening

Programming

Event Organizing

Good Speaker

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

