

Resume

Name : Himani
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Address: ,H.N. 56,Ward
No.18,LohiaWara,
Sohna(Gurugram)

Career Objective:

To achieve high career growth through a continuous learning process, keep myself dynamic, visionary and competitive with the changing scenario of the world and to contribute for the growth of organization.

Educational Qualification:

- MBA(HR) from Amity University.
- B.com from NBGSM College affiliated to Maharishi DayanandUniversity,Rohtak
- Passed higher secondary in 2014 from Govt. Girls School,Sohna affiliated to HBSE.
- Passed Secondary school in2012 from Govt. Girls School,Sohna,affiliated to HBSE Board.

Other Certificate:

- English Speaking Course, NIIT.

Computer Proficiency:

- Basic Knowledge of Computer.
- Familiar with Internet.
- MS Office.

Work Experience

- 6 months work experience as receptionist cum HR Trainee in Roop Automotives Ltd.

Key Responsibilities:

- Handling incoming and outgoing calls.
- Joining formalities.
- Induction formalities.
- Follow-up from candidates.
- Interview co-ordination.

Key Skills:

- Positive Attitude.
- Problem solving skills.
- Good and quick decision maker.
- Quick learner.
- Good communication skills.
- Familiar with current affairs & developments in various fields.

Hobbies:

- Listening Music
- Travelling
- Reading

Curricular Activities:

- Got 1st position in college Quiz competition in MedhaUtsav.
- Folk Dance representative for my college at Zonal Youth Festival.

Personal Details:

Date of Birth : December 1, 1996.
Father's Name : Sh. Ravinder
Gender : Female
Marital status : Single
Language Known : English, Hindi
Nationality : Indian
Salary Expected : Negotiable