



DOLLY



dollythakur.doll@gmail.com



7009342297



Village Shri Pandain
P.O. Talwara
Distt. Hoshiarpur - 144216

HR Administration

Database Management

Microsoft office

Well versed with Internet

Work Effectively under pressure



COMPETENCIES

1. Knowledge of human resource policies, rules & regulations.
2. Ability to interact with all levels of management.
3. Ability to prepare and Maintain Accurate records.
4. Proficient in writing reports, Business correspondence and procedure Manuals.



CAREER OBJECTIVE

To achieve a challenging position in corporate sector and to work in such an environment which helps in development of my hidden potential and want to provide maximum worth to the organisation with my abilities.



EDUCATION

Punjab Technical University

MBA(Finance & HR)
78%
2014

Guru Nanak Dev University

B.Com (Professional)
70%
2010

Guru Nanak Dev University

Certificate course in Banking Services
80%
2010

Punjab School Education Board

Senior Secondary
80%
2009

Punjab School Education Board

Matric
72%
2007



PROFESSIONAL EXPERIENCE

Lovely Professional University

1/10/2015 - 15/9/2020
Worked as Admin & Admin Officer

Lally Infosys

1/11/2014 - 31/9/2015
Worked as Management Lecturer



ACHIEVEMENTS & AWARDS

- Got Merit Position in 10+2 Examination.
- Got Ms. Confident title in 1st year of B.Com.
- Got Grade 'A' in Commerce Talent search examination.

5. Exercising sound judgement and common sense Demonstrated flexibility and ability to work with ambiguity..



REFERENCES

Mr. Atul Singla - "Lovely Professional University"

Chief Architect
atulsingla@lpu.co.in
9888100148

Mr. Jagdish Ahuja - "Lovely Professional University"

Account Officer
jagdish.ahuja@lpu.co.in
8427355500



STRENGTHS

1. Good communication skill
2. Confident
3. Sincere & Hardworking
4. Cooperative, Punctual, Well behaved & Optimistic
5. Positive Attitude
6. Team Management
7. Passionate towards work



ROLES & RESPONSIBILITIES

1. Providing Administrative support to senior management and staff.
2. Devising & Maintaining office system including data Management & Filing.
3. Organising & Attending meeting & Preparing minutes of meeting for circulation to all staff members.
4. Conducting recruitment/exit interview & Recording them accordingly.
5. Facilitating new comers joining formalities & Reviewing & Updating job descriptions for all postions regularly.
6. Handling monthly payrolls.
7. Communicating & Explaining the organization's HR policies to the employees.
8. Handling all employees inquires & Grievances



PERSONAL PROFILE

Date of Birth : 12/01/1992
Marital Status : Married
Nationality : Indian
Known Languages : English,Hindi, Punjabi



DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge.

Date : 20/12/2020
Place : Panchkula