

Dolly

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PERSONAL SUMMARY

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.

CURRENT EMPLOYER:

Lovely Professional University

WORK EXPERIENCE:

- Worked as a management lecturer in Lally Infosys running under LPU for 9 months.
- Working in Lovely Professional University since October 2015 in Admin.

Academic Qualification			
Year	Degree	Board/University	Marks
2009	10+2	P.S.E.B	85%
2007	10 th	P.S.E.B	72%

Professional Qualification			
Year	Degree	Board/University	Marks
2014	MBA(Finance & HR)	PTU	78%
2012	B.Com(Professional)	GNDU	70%

Additional Qualification			
Year	Title	Board/University	Marks
2010	Certificate course in Banking Services	GNDU	80%

COMPUTER PROFICIENCY:

MS-office, Fundamentals of Internet Usage

ACHIEVEMENTS:

- Got Merit Position in 10+2 Examination.
- Got Ms. Confident title in 1st year of B.Com (Prof) during fresher's party.

- Got Grade 'A' in Commerce Talent search examination.

AREA OF EXPERTISE:

- HR Administration
- Database Maintenance
- Secretarial Duties.

KEY SKILLS AND COMPETENCIES:

- Knowledge of human resource policies, rules and regulations.
- Ability to interact with all levels of management.
- Ability to prepare and maintain accurate records.
- Proficient in Writing reports, Business correspondence and procedure manuals.
- Exercising sound judgement and common sense. Demonstrated flexibility and ability to work with ambiguity.

PERSONAL DETAILS

Father's Name : Mr. S.B Hamal
Mother's Name : Mrs. Maya
Nationality : Indian
Gender : Female
Marital Status : Unmarried
Languages : Hindi, English, Punjabi

DECLARATION

I hereby declare that the given information is true to the best of my knowledge.

Date:5/Feb/2019

Place: Jalandhar

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