

CURRICULUM VITAE

Supriya

Contact Information:

Permanent Address:

H.No. 320, Deep
Nagar, Behind Bhim Ji
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E-Mail:

Supriyamittal89@gmail.
Com

Personal Data:

Date of Birth:
28, Jan, 1989

Sex: Female

Nationality: Indian

Marital Status:
Married

Languages Known:

English, Hindi & Punjabi

Positive Skills:

Hard Working,
Honest and Punctual.

OBJECTIVE

To contribute to the growth & efficiency of industry through hard work, honesty & determination and to learn and generate new business ideas which would bring profit to the organization and provide me opportunities to sharpen my skills.

Professional Qualification

Post-Graduation From GNDU in 2011. & Computer Diploma in 2010.

- Specialization: Master Degree in Political Science
- Computer Diploma
- MBA in Human Resources Management.

Technical Knowledge

- Basic knowledge of Computer.
- Operating knowledge of Window XP & 07.
- Operating knowledge of Software & Web.
- Operating knowledge of Internet & Emailing.
- Operating knowledge of Accounts and 2 year exp. Of Catpro Account Software Operate.

Work Experience

- **Year 2008 to 2011 - 4 years experience in Diesel Power Solutions, Jalandhar as a Service Coordinator.** Which company is Dealer of Mahindra & Mahindra Powerol Pvt.Ltd.
 - . Operating Knowledge of Mahindra Powerol Web Portal Software.
 - . Operate Eureka Software for Billing.
 - . Works with 8 to 10 Technicians Team for Service Maintance Providing and Customer Dealing as a Service Co-ordinator .
- **Year 2011 to 2013 - 2 years in Hind Electrical Works, Jalandhar as a Office Manager.** Which company in Manufacturing Unit of Automobile Parts
 - . Operates Catpro Accounts Software for Billing and Accounts Entries in daily basis.
 - . Customer Order completing Feedback Record and Store Maintained Records
 - . Maintain Unit Worker Daily Working Record and Job Distributing
 - . Payroll Work in Monthly and Salaries Record.

- **Year 2013 to 2014 -1 year working in Mohali Land Developers, Mohali as a Office Administrator.** Which is a Real Estate Company
 - . Maintain office and Employees Payroll
 - . Customer Dealing and Marketing of New Project thru Online and Advertisement.

- **Year 2015 to 2020- 5 year working in Sporting Syndicate Pvt. Ltd Jalandhar as a HR Manager 5 Years.** Which is a Sports Export House.
 - . Maintain Time office and Employees Payroll
 - . Monitoring and controlling on attendance, salary and wages
 - . Vehicle management
 - . Canteen management
 - . New employee induction program
 - . Training and development
 - . Exit interview
 - . Arranging interview for vacancy position
 - . Grievances handling works
 - . Statutory compliances filing on time bound
 - . Contractors work.

Academic Record

- 10th From P.S.E.B in 2004.
- 12th From P.S.E.B in 2006.
- B.A. From G.N.D.U in 2009.
- M.A From G.N.D.U in 2011.
- MBA in Human Resources Management in 2015.

Declaration

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place :
Date :

(SUPRIYA MITTAL)