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07.02.1994

Seeking a position in organisation where i can enhance my abilities and knowledge to contribute for growth of the organisation.

- ✓ Adaptability
- ✓ Time Management
- ✓ Multitasking, Interpersonal Skills
- ✓ Resourceful
- ✓ Leadership
- ✓ Self Motivation

English ■ ■ ■ ■ ■ ■

Hindi ■ ■ ■ ■ ■ ■

Assamese ■ ■ ■ ■ ■ ■

2020 - 2021

TMI Group
HR Consultant

2018/04 - 2019/07

Skyrams Outdoor Advertising India Pvt Ltd

Branch HR - Mumbai, Delhi, Bangalore & Hyderabad
Focussed HR with 1 year 4 months of experience in which I
have learned about various HR job roles.

- * *Recruitment*
- * *Joining and Relieving formalities*
- * *Payroll Management*
- * *Employee Engagement Activities*
- * *Administration*

EDUCATION

2017 - 2018
Cardiff Metropolitan University, UK
MBA / Human Resource

2017 - 2018
Universal Business School, Mumbai
Post Graduation Diploma in Management (PGDM).

2015 - 2016
National Institute of Event Management , Mumbai
 Post Graduation Diploma in Event Management
 (PGDEM)/ 65%

2012 - 2015
Swargeeya Sanjibhai Rupjibhai College, Silvassa (Dadar)
 Bachelor of Commerce (B.Com) / 64%

2011 - 2012
Chandrabala Modi Academy, Ankleshwar, Gujarat
Commerce / 60%

2009- 2010
Kendriya Vidyalaya, Sivasagar (Assam)
 All Subjects / 6.6

05.2016 - 08.2016
Balaji Credit Services and PVT LTD
 Relationship Manager
 Generating leads and collection of documents.

05.2017 - 07.2017
Oil and Natural Gas Corporation
 Summer Intern in HR
Responsibilities: Employee engagement and satisfaction in the organization, interaction with the employees to know their viewpoints, maintaining a detailed report and survey report.

