KEZIAH

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Carrier Objective

To have a long term mutually beneficial relationship with an organization, where I can learn as well as contribute my skills towards the betterment of my organization and society as well as to be a valuable part of growing organization that would give me opportunities to grow professionally and personally.

Education

- Pursuing MBA in Human Resource Management from Amity University, Noida.
- Undergraduate in Bachelors of Business Administration (BBA) from Gateway institute of Engineering and Technology.
- 12th (commerce) and 10th from Delhi Vidyapeeth sr. sec. school Sonipat (CBSE Board).

Skills and Certifications (LinkedIn Learning)

- Time management and problem solving
- Communication skills
- Analytical and critical thinking
- Leadership certification
- Human resource management certification
- Time management certification
- Email etiquette certification to gain some knowledge.

Work Experience

- I did a 45 days internship at ABM Infocom pvt ltd from June 26th, 2024 to August 9th, 2024.
- Practised all the HR manager functions, roles of HR manager in different managerial operations.
- Assisting in recruitment by screening resumes, scheduling interviews, and onboarding new hires.
- Managing payroll processing, attendance tracking, and employee records.
- Supporting HR Compliance by ensuring adherence to company policies and labor laws.
- Coordinating employee engagement activities and handling employee queries.
- Maintaining HR reports along with data entry and updates.

Personal information

- Date of Birth- 17-07-2004
- Language - Hind, English

Declaration

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