

CURRICULUM VITAE

JYOTSANA

Email Address: jyotsanap250@gmail.com

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Career Objective

To acquire professional edge through hard work and continuous learning and to hold a position of responsibility of growth along with having a long term relationship to conduct myself in such a manner so as to uphold the dignity of the profession.

Education

Examination	Board/University	Year	Marks
B.A	Lucknow University	2016	55%
Intermediate	U.P Board	2013	72%
High School	U.P Board	2011	68%

Professional Qualification

MBA-HR from Swami Vivekanand Shubharti University, Meerut.

Passing Year : 2018

Computer Knowledge

PDCA Computer Course.

Basic Knowledge

Work Experience

Worked in Bytescrum Technologies Private Limited as HR Executive since 18th July 2018 to 31st Aug 2019.

Currently working in DesiKart E-commerce Company.

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Training Internship

DEPARTMENT : HUMAN RESOURCE DEVELOPMENT

DURATION : 6 MONTH

Module Covered

Statutory & Legal Compliance

Payroll management (Salary Breakup)

Recruitment & Selection and Joining Formalities

Reference check of the employee from previous company.

Documentation & maintain HR Personal File.

Prepare all HR letters.

Training & Development.

Prepare MIS Reports.

Employee Grievance Handling.

Employee Engagement Activity.

Organization Development.

Leave Management System.

Performance Management System.

Employee Safety, Welfare, Wellness and Health.

Timely update day to day works.

Key Skills

Hardworking

Positive Attitude

Self Motivated Person.

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Good Communication Skills.

Always make full use of Opportunities.

Always put positive efforts to accept changes.

Hobbies/Interest

Singing

Willing to Learn new skills and knowledge.

Personal Info

Name	Jyotsana
Father's Name	Mr. Dayaram
Gender	Female
Marital Status	Unmarried
Nationality	Indian
Permanent Address	Indira Nagar, Lucknow Pin code – 226016
Date Of Birth	18/07/1997

Declaration : _____

I here declare that the above information given by me is true & correct with best of my knowledge.

Place:

Date:

(JYOTSANA)