



# Manpreet Kaur

HR Executive

7009085426

khushikaur7896@gmail.com

mohalla Mehtab garh , Hno-526,  
Kapurthala, Punjab, 144601

## Skills

- HR software
- HR Operations & Documentation
- Payroll
- PF & ESI Handling
- Communication & Coordination
- Microsoft Access
- Microsoft PowerPoint
- Microsoft Excel

## Language

- English
- Hindi
- Punjabi

## Summary

Detail-oriented HR Executive with experience in HR operations and logistics. Seeking a challenging role in a growth-oriented organization where I can contribute my skills in HR management, compliance, and coordination.

## Education

### PTU, Saint Solider Institute

MBA - HR And Finance

Jalandhar, Punjab

Aug 2026

### GNDU, Hindu Kanya College

B A - Arts

Kapurthala, Punjab

Apr 2023

### Punjab School Education Board

12th - Arts

Kapurthala, Punjab

Mar 2020

### Punjab School Education Board

10th

Kapurthala, Punjab

Mar 2018

## Experience

### Hind Rubber Factory

HR Executive & Logistics

Jalandhar, Punjab

Jan 2024 - Dec 2024

- Salary processing using HR software
- Attendance, leave, and payroll support
- PF & ESI work
- Interview coordination and onboarding support
- Issuing training and audit-related documents
- Assisted in day-to-day administrative tasks
- Maintained employee records and documentation
- Followed workplace compliance and organisational guidelines
- Maintained and updated employee personal files
- Ensured confidentiality of employee records
- Assisted with HR documentation and filing
- Assisted in conducting social audits
- Maintained documentation for social compliance audits
- Supported audit preparation and reporting activities
- Performed housekeeping duties to maintain cleanliness and hygiene
- Followed health and safety guidelines
- Ensured clean and organised work environment
- Maintained and updated statutory records
- Assisted in statutory documentation and filing

- Ensured accuracy and confidentiality of records
- Maintained employee attendance records
- Tracked daily attendance and leave details
- Ensured accuracy of attendance documentation
- Managed logistics-related responsibilities for daily operations
- Tracked shipments to ensure timely delivery
- Coordinated with vendors and transport providers
- Maintained shipment records and delivery updates
- Coordinated movement of materials and supplies
- Maintained logistics records and documentation
- Supported inventory and dispatch activities

### **Werkfine Tools Private Limited**

HR Executive

*Jalandhar, Punjab*

Jan 2025 - Jan 2026

- Salary processing using HR software
- Attendance, leave, and payroll support
- PF & ESI work
- Interview coordination and onboarding support
- Issuing training and audit-related documents
- Assisted in day-to-day administrative tasks
- Maintained employee records and documentation
- Followed workplace compliance and organisational guidelines
- Maintained and updated employee personal files
- Ensured confidentiality of employee records
- Assisted with HR documentation and filing
- Assisted in conducting social audits
- Maintained documentation for social compliance audits
- Supported audit preparation and reporting activities
- Performed housekeeping duties to maintain cleanliness and hygiene
- Followed health and safety guidelines
- Ensured clean and organised work environment
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- Assisted in statutory documentation and filing
- Ensured accuracy and confidentiality of records
- Maintained employee attendance records
- Tracked daily attendance and leave details
- Ensured accuracy of attendance documentation

### **Certifications**

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- Computer Diploma certificate
- HR Training certificate from rattan Brothers PVT LTD

### **Personal Information**

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**Father name : Mr Daya Singh**

**Date of Birth: 23/12/2003**

**Gender: Female**

**Marital Status: Single**  
**Nationality: Indian**