

GARIMA

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CAREER OBJECTIVE

To build a strong career in Human Resources by contributing to HR processes, recruitment, payroll, and policy implementation in a growth-oriented organization where I can learn, share knowledge, and add value.

ACADEMIC QUALIFICATIONS

- **MBA (HR and FINANCE)** – Lovely Professional University (2024–2025)
 - **BBA** – DAV University (2020–2023)
 - **12th (Commerce)** – Kendriya Vidyalaya (2019–2020)
 - **10th** – Kendriya Vidyalaya (2017–2018)
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TECHNICAL SKILLS

- MS Office: Word, Excel, PowerPoint
 - Basic Knowledge of Computer Applications & Hardware
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PROFESSIONAL EXPERIENCE

HR Recruiter – Hopup (Funland Entertainment Pvt. Ltd) *(Currently Working)*

- Handling end-to-end recruitment and hiring
- Payroll processing and attendance management
- Managing PF, ESI and employee documentation
- Supporting HR policies and implementation

HR Intern – PENNEP Company *(2 Months)*

- Assisted in recruitment: JD drafting, resume screening, interview scheduling
- Trained on job portals: LinkedIn & Indeed for sourcing
- Learned HR operations and policy implementation
- Gained exposure to government-mandated HR policies

Online Sales Executive – Itech Ecommerce Pvt. Ltd *(8 Months)*

- Worked with Indian business clients to sell membership plans
- Client handling through calls and professional emails

Credit Controller – International Knowledge Academy *(6 Months)*

- Managed payment collections with UK clients
- Worked on UK-based payment software and communication

Marketing Intern – Reliance Retail *(2 Months)*

- Assisted customers and resolved queries
- Learned SAP basics, billing, and brand knowledge

LANGUAGES

- English (Read/Write/Speak)
- Hindi (Read/Write/Speak)
- Punjabi (Read/Write/Speak)

DECLARATION

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

(Garima)