# DAMANJEET KAUR

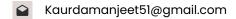
HR Executive

## **Career Objective**

To built career in a growing organization where I can get opportunities to prove my abilities by accepting challenges, I am Seeking to apply my strategic analytical skills in your organisation.







3353/71, Mohali

### **Education**

**MBA - May 2022** Chandigarh University 80%

**BBA-** May 2020

Chandigarh University

86%

12th - International public school -77% (2017)

10th - International public school - 96% ( 2015 )

### **Skills**

- Team work
- Time Management
- Employee Engagement
- Communication

### Language

English

Hindi

Punjabi



## Work Experience-

HR - 2 years Teaching -2.5 years

#### **ANUPRAYAAS SOLUTIONS**

Nov 2024

Oct 2025

#### **HR Executive**

- Hiring BDE , Digital marketing executive, Graphic designer,Operations manager, Client handling executives, web developer
- Employee engagement

June 2024

Nov 2024

### **EDROXCODE INFOTECH**

#### **HR Executive**

- Hiring for IT company
- HR activities
- Employee Management

Dec 2024

May 2024

### **TOUCHSTONE EDUCATIONALLS**

### **HR Executive cum spoc**

- Leave management of other employees using app
- HR activities

Nov 2021

Dec 2024

## **TOUCHSTONE EDUCATIONALLS**

### **IELTS/PTE TRAINER**

 Regular work include teaching students about IELTS format and preparing for interviews.



#### Other Works

Intern -Punjab andsindbank June 2019 - July 2019 KYC, cheque clearance and maintaining files

Career counsellor -Chandigarh university

March 2021 - April 2021

admission targets and maintaining records