

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.



7652823637



Kaurdamanjeet51@gmail.com



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

HR Executive

Nov
2024
-
Oct
2025

- 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