Ruksar Bano

CL 221 DeenDeyal Nagar Email: ruksarkhan1801@gmail.com

Gwalior, M.P-474001 Phone no. 8982845630,9399584751

DOB:- 18-Jan-1994

**Objective**

To Continously enhance my Knowledge, Skills and Experience by getting involved in challenging work environment and utilize them for personal and organizational growth to the best of my ability.

**Work Experience**

Two years experience In career mantra as a HR executive Gwalior (2016-2018)

Two year experience as a Counsellor in Samiksha Institute Gwalior (2018 – 2021)

**Summer Internship**

Company:- Eki Energy Service Limited

Indore-M.P

Duration:- 45 days(21 May to 5 July 2015)

Job Profile HR executive

**Education Qualification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course/Degree** | **Name of School/ College** | | **Passing Year** | **Percentage/CGPA** | | |
| MBA(HR+MRKT) | ITM university, Gwalior | | 2016 | 73.00% | | |
| BCA | Prestige Institute Of Management, Gwalior | | 2014 | 63.00% | | |
| 12th | KendriyaVidhyalaya, Bengdubi | | 2011 | 70.00% | | |
| 10th | KendriyaVidhyalaya, Rajasthan | 2009 | | 55.00% | | | |
|  |  |

**Skills**

* Adaptability, Ability to deal with people
* Process orientated, Self Motivated
* Quik Learner , Flexible And Hard worker

**Software Proficiency**

* Package-MS-Office
* Operating System- Window 7,XP, 8.1
* Data Analysis Tool:- SPSS, Eviews

**Certification Course**

I have done six modules of HRM:-

* Employee Engagement
* Value Added HR
* Performance Management
* Learning & Development
* Compensation & Benefit
* Talent Acquisition

**Declaration**

**I** Always Prepare self to work hard in order to achieve organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.