DIKSHA

#10023, St no-11, New Subhash Nagar, Ludhiana, Punjab, 9781599948 | [dikshac578@gmail.com](mailto:dikshac578@gmail.com)

# Objective

Motivated and quick-thinking professional with previous experience working for various startups. Looking to remain in the startup industry and help organizations optimize resources. Excited about the opportunity to work with a dynamic and efficient company.

# Experience

|  |  |
| --- | --- |
| EXECUTIVE  Currently Working As a HR Executive Since | 19-09-2022 - |
| Trainee HR | 08-2021 - 08-2022 |

 Education

|  |  |
| --- | --- |
| MBA IN HUMAN RESOURCE MANAGEMENT | 2019-2021 |
| 80% |  |
| BCOM  69% | 2019 |
| 12TH  82% | 2016 |
| 10th 79% | 2014 |

Skills

Active Listening Communication Creativity

Data management Payroll processing

Leave and attendance management Computer Knowledge

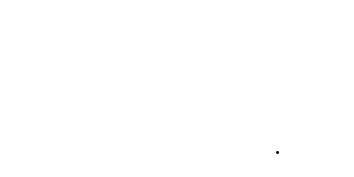
# Languages

English Hindi Punjabi

STRENGTHS

•Stress tolerance

* Positive attitude
* An individual performer
* Ability to consistently performed under pressure
* Self-motivated and able to perform with minimal supervision



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