



RITIKA BRAR

Human Resources

My Contact

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☎ 91-9780537973

📍 1A, Jarnail Enclave, Phase-2, Zirakpur

Hard Skill

- Accounting
- Microsoft Excel
- Microsoft Word
- Powerpoint
- Teamwork
- Organised

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- Chandigarh University, Mohali

MBA in Human Resources
July 2023-Present

- Panjab University, Chandigarh

Bachelor of Arts

Completed in July 2023

- Frankfin Institute, Chandigarh

Diploma in Hospitality, Travel and Customer Service

Completed in July 2020

About Me

Looking for an entry level position in Human Resources domain where I can utilise my extensive knowledge. Ability to work as individual as well as in group

Professional Experience

The LaLIT Chandigarh, Job Training-Human Resources
June 2023-Present

Key responsibilities:

- Joining Formalities
- Trainees Stipend
- Trainees Allocation
- Induction, Orientation and Biometric of new joiners
- Maintaining Employee Records

Taj Chandigarh, Apprentice

Aug 2021-March 2022

Key responsibilities:

- Order Taking
- Preparing Glitch reports

Sarvottam Institute, Chandigarh (Computerised Accounting)

May 2019-July 2019

- Tally
- Accounting
- Microsoft Word
- Microsoft Excel

Achievements

2018-2019

Silver Medalist in Punjabi Essay Writing Competition

2016-2017

Won gold, silver and bronze medals in inter school football championships