



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 joinees
- 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**