



SNEHA PANDEY

An aspiring Professional

My Contact

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☎ 8527120557

📍 Gurugram

Hard Skill

- Internet and email tools
- Data mining
- Network Troubleshooting
- Microsoft office & Microsoft word
- Excel

Soft Skill

- Observation
- Decision making
- Communication
- Creativity
- Leadership

Education Background

- B.A. Programme
From University of Delhi
2024
- Kendriya Vidhyala
2022 Did my schooling from CBSE Board

Career Objective :-

To join an organisation which offers equal opportunity for me and to contribute development of the company in achieving objectives and to earned professional growth for the advancement of my career. By accepting challenges , fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

Personal Profile :-

- 1)Date of Birth - 24/03/2002
- 2)Sex - Female
- 3)Marital Status - Unmarried
- 4) Nationality - Indian
- 5) Language known - English & Hindi

Work Experience :-

- 1) The Burger Club Official (September 2022 to Present 2024)
Worked as a Human Resource Executive
- 2) People Staffing Solutions (Human Resources Recruiter)
Jan 2022 to June 2022
Having 6 Months of Experience in Recruitment

Expertise :-

- Payroll Management
- Recruitment
- Compensation and Benefits
- Training and Development
- Onboarding
- Employee Relations
- Office Policies and Disciplinary Actions
- Employee Retention Strategies.
- Create Compelling Job Description