

Payal Jindal

Permanent address:
G7/33, Sector-11, Rohini,
Delhi

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Personal Details:
Date of Birth: Feb 24,
1996
Nationality: Indian
Marital Status: Married

Status: Experience

Languages Known:

English, Hindi

RESUME

Objective

To look forward to associate myself with a progressive organization where my knowledge & skills can enhance the productivity of the organization & lead to growth.

Academic Qualification

Course	Board/University Name	Percentage
MBA (IB & HR)	GURU JAMBHESHWAR	71%
B.COM	KURUKSHETRA	61%
12th	CBSE	63%
10th	CBSE	63%

ACHIEVEMENTS

- ❖ Participated in panel discussion on Positive Psychology for Health and Well-being.
- ❖ Participated in International Business and Export-Import Exhibition in PG.
- ❖ Achieved Avantika Drawing Certificates at National level.

Basic Skills

- ❖ MS-Office: MS Word, MS Excel, Tally
- ❖ Good communication skills

Professional Skills

- ❖ Knowledge of SAP HR
- ❖ Positive attitude towards learning new things and acquiring more knowledge

Experience

- ❖ Worked at Silver Fox Business Solutions Pvt. Ltd, Bangalore from April 8th 2021 to Sep. 30th 2022.
- ❖ Worked at CJ DARCL Logistics Ltd, Hisar from June 1st 2019 to Sep. 14th 2020.

Job Summary

- ❖ Managed staff by recruiting, selecting, orienting, training & exiting employees.
- ❖ Provided counseling on policies and procedures.
- ❖ Developed training and development programs.
- ❖ Assisted in performance management processes.
- ❖ Helped new employees to settle into the workplace.
- ❖ Handled issues related to holiday entitlement, attendance related work, salary negotiations.
- ❖ Review of employee and working conditions to ensure legal compliance.

Extra – Curricular Activities

- ❖ Volunteered in Technical Management Team at National Conference of Guru Jambheshwar University of Science & Technology