



GARIMA CHOUBEY

HR Executive

Seeking a career that is challenging and interesting and let's me work on the leading areas of technology, a job that gives me opportunity to learn, innovate and enhance my skills and strength in conjunction with company goals and objectives.

Contact



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Bhopal, MP

Education

MBA - HR and Finance

Oriental College of Management
2022-2024
Bhopal, MP

B.Sc(Mathematics)

SP Jain College
2018-2021
Sasaram, Bihar

Skills

Organized	● ● ●
Communication	● ● ●
Teamwork	● ● ●
C Programming	● ● ○
GST -Accounting	● ● ●

Experience

HR Intern

Atlas pvt ltd.

March 2024 - June 2024

- Assisted in the recruitment process, including posting job openings, screening resumes, and scheduling interviews.
- Coordinated onboarding activities for new hires, facilitating smooth transitions into the company.
- Maintained and updated employee records in the HR database, ensuring data accuracy and compliance.
- Supported HR team in organizing company events and team-building activities.
- Developed strong communication and organizational skills by managing multiple tasks and collaborating with various departments.

Strenghts

Inherent nature of teaching. Good managerial and planning skills. Having a good mental strength, full devotion at given or planned work. Accepting my weakness and trying improve and curious to learn new things. Ability to cope with failures and try to learn from them with better ideas.

Language

English

Hindi



Certifications

GST -Accounting
Certified by DCA-
SmartFinancial Accounting

C programming
certified by Aptech Computer
Edu