

SHALINI TRIPATHI

RECEPTIONIST AND HUMAN
RESOURCE
ADMINISTRATION

PHONE | (+91) 7398770380
EMAIL | shalinitripathi837@gmail.
com
LOCATION | Gurugram, INDIA
EXPERIENCE | 2 Years 2 Months

Key Skills

- Employee Relations

Languages

- Hindi
- English

Hobbies

- Singing
- Reading

Extra curricular activities

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Profile Summary

Work Experience

Receptionist and Human Resource Administration
Syrma SGS Technology
08/2022 - Present

Education

B.A - Political Science
2022

Deen Dayal Upadhyay Gorakhpur University
(DDUGU)

12th
2015

Uttar Pradesh , Hindi
Grade - 68%

10th
2013

Uttar Pradesh , Hindi
Grade - 81%