

KHUSHI LAL

New Delhi

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OBJECTIVE

I want to grow and improve my skills with the help of your reputed institution.

EDUCATION

Pursuing MBA in HR from
Amity University

Amity University, Noida
BA in Applied Psychology
Amrita Vidyalayam, New
Delhi

10th (CBSE Board) 75%
12th (CBSE Board) 81%

KEY SKILLS

Persistent problems-solver
Natural negotiator
Strong attention to detail
High level of accuracy
Inquisitive nature to drive
improvements
Planning
Leadership
Communication
Self-Motivated
Decision-Making

EXPERIENCE

Human Resource Manager
MM DIGITAL for 1 year - (Apr, 2020- March, 2021)

Executive Associate
Concentrix Gurgaon for 1 year - (March, 2021 - April, 2022)

Associate Executive- HR
Mindlance (August, 2023 - March, 2024)

HR Associate
Ambak (March, 2024 - Present)

COMMUNICATION

Have excellent communication skills. Clear speech and have good command on vocabulary. I am good in social interaction and have fluent spoken english.

I am an all-rounder have many other skills. And a fast learner who is always ready for new challenges. I have the ability of multi-tasking. I believe I am suitable for this job because I have clear communication skills and an effective listener. I pay attention to detail. I have good thinking skills and spontaneous at conflict resolution.

COMPUTER SKILLS

HTML
MS- Office
MS- Excel
MS- Word
MS- PowerPoint
Good Typing Speed