

# **CURRICULAM VITAE**

**KIRAN KUMARI**

**Post Applied for :-** Fresher Level jobs as HR Assistant / Finance Assistant & other jobs in Sales.

**Email:-** [kirankumari49921@gmail.com](mailto:kirankumari49921@gmail.com)

**Mobile:** +91-8226874789

## **CAREER OBJECTIVES**

Seeking a career to utilize my knowledge, personal skills to gain comprehensive understanding of a reputed organization so as to take responsibility and contribute significantly.

## **KEY SKILLS**

- Indian Statutory Compliances (**EPF, ESIC, Bonus, Gratuity**)
- Leave Management (**EL, PL, CL, SL**)
- Designing Salary Breakup (**CTC, Gross Salary**)
- Joining & Exit Formalities
- Knowledge about Indian Taxation
- Recruitment & Selection

## **AREAS OF SPECIALIZATION**

- HR & FINANCE

## **CERTIFICATION TRAINING**

I have Completed 3 Month HR Generalist Certification Training From ASA HR Management in South Extension New Delhi.

## **EDUCATIONAL QUALIFICATION**

- **MBA** from A.K.T.University Lucknow in 2020.
- **B.Com** from J P University Bihar in 2018.
- **12<sup>th</sup>** from D A V Collage From J P University Bihar in 2013.
- **10<sup>th</sup>** from Raj Poor High School Bihar in 2011.

## **SUMMER TRAINING**

- Bhavna Software India (P) Ltd. Noida.

## **HOBBIES**

- Surfing internet
- Interact with new people
- Watching Motivational Speech

## **STRENGTHS**

- Adoptable
- Optimistic
- Dedicated
- Team Work Skills
- Positive Attitude
- Good Communication Skills
- Time Management

## PERSONAL DETAILS

- Name : Kiran Kumari
- Father's Name : Ramprasad Singh
- Date of Birth : 5<sup>th</sup> - April – 1996
- Marital Status : Single
- Nationality : Indian
- Sex : Female
- Language Known: : English, Hindi

## DECLARATION

I do hereby declare that all information's are true, correct to the best of my knowledge and belief.

Date .....

Place: .....

**(Kiran Kumari)**