

LOVERAJ KATARIA



Phone
7508597086

Date of Birth
18.08.2003

Address
**VPO. Ason, Teh-Balachaur, Distt- SBS
Nagar, Punjab (144533)**

OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

INTERESTS

- Watching Movies
- Running
- Photography

PERSONAL DETAILS

- Father's Name :- Sh. Ravinder Singh
- Marital Status :- Single
- Language Known :- English, Hindi, Punjabi

CONTACT

✉ kloveraj18@gmail.com

PROFESSIONAL SUMMARY

Organised and dedicated BBA student with strong knowledge and experience in Human Resource. Proven abilities in developing and implementing HR strategies to improve growth rate.

EXPERIENCE

- 06/06/2022 - 31/05/2023** - **Cheema Boilers Limited**
Assistant HR
1 Year experience as an Assistant HR in Cheema Boilers Limited. Maintained 100% accuracy and timely schedule of updating employee records, accounting for new hires and employee resignation.

EDUCATION

- 2020-Pursuing** **Chandigarh Group of College**
Bachelor of Business Administration
- 2019-2020** **DAV Public Senior Secondary School**
Senior Secondary Education
79.7 %
- 2017-2018** **Rayat International School**
Secondary Education
65 %

INTERPERSONAL SKILLS

- ★ People Coordination
- ★ Decision Making
- ★ Confidence and Determination
- ★ Communication
- ★ Problem Solving

EXTRA-CURRICULAR ACHIEVEMENTS

- MS Word at Beginner Level
Microsoft Excel at Beginner Level