

LOVERAJ KATARIA



CONTACT

📍 VPO. Asron, Teh-Balachaur, Distt- SBS Nagar, Punjab (144533)

☎ 7508597086

✉ kloveraj18@gmail.com

🎂 18.08.2003

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

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

Cheema Boilers Limited

Assistant HR

06/06/2022 -

31/05/2023

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

Chandigarh Group of College

Bachelor of Business Administration

2020-2023

DAV Public Senior Secondary School

Senior Secondary Education

2019-2020

Rayat International School

Secondary Education

2017-2018

INTERPERSONAL SKILLS

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

EXTRA-CURRICULAR ACHIEVEMENTS

MS Word at Moderate Level

Microsoft Excel at Moderate Level