

## **Curriculum Vitae**

### **AMANDEEP KAUR**

Mob. No. 8447613280

Date of birth: 19 Sep 1991

Email - amandeepjassalkaur@gmail.com

### **CAREER OBJECTIVE**

To deliver a position that allows application of my knowledge, good usage of my strength and skills, exposure to most modern technologies and making a significant contribution towards the growth of organization.

### **ACADEMIC QUALIFICATIONS**

<b>COURSE</b>	<b>BOARD/ UNIVERSITY</b>	<b>INSTITUTE</b>	<b>YEAR OF PASSING</b>	<b>%AGE</b>
<b>MBA (HR)</b>	IP University	IP University	2018	62
<b>B.Tech (ECE)</b>	MDU	South Point Institute of Technology & Management, Sonapat	2013	76
Sr Secondary	CBSE	Kendriya Vidyalaya, Tagore Garden, New Delhi	2009	72.40
Secondary	CBSE	Kendriya Vidyalaya, Tagore Garden, New Delhi	2007	65

### **Professional Experience**

**(Total Experience: 4 Years 5 Months)**

Presently working as Project Support Staff in HR Department in Centre for Development of Advanced Computing (C-DAC), Sec- 62, Noida.

### **Role and Responsibilities:-**

- Prepare various kind of matters like Short term loan to an employee, LTC, and Forwarding of applications to other organisations etc. Managed, organized and updated files, records – Performed office services such as: filing documents, leave records, printing reports and documents.
- Hands-on experience in data entry and most popular software such as word and Excel used for the same.
- Updating of leaves availed such as EL, CL, ML, CCL, CSL, HPL, etc. in iHRMS online portal
- Entry of leaves in Service Books of employees on monthly basis (Employee count: 138)

#### **A. Handling Leave Travel Concessions (LTC)**

- Verification of LTC availed by employees in the current block spanning year 2014-2017, as below:
  - Checking entitlement of employee for LTC as per grade and his/her family details
  - Checking, if LTC Advance/EL Encashment has been availed previously
  - Checking, if travel tickets are availed as per prevailing government norms
- LTC Intimation by employees

- Preparation and Issuance of Office Orders for LTC Advance and EL Encashment
- LTC Claims submitted by employees for settlement

#### **B. Updating of Handling Employee Salary**

- Preparation of Absentee Statement and Deduction/Arrears on monthly basis

C. Updating of Staff list

D. NOC for applying outside/ Higher Education/ Passport (Fresh/Renew)

E. Interest Bearing Advance (Personal loan for purposes like marriage, construction of house)

- Service Book and iHRMS after LTC claim settlement for EL encashment/advance

### **EXPERIENCE GAINED**

Worked in **Olefia Biopharma Limited**, Sec-62 **NOIDA** as a **CRM Executive**.

Apart from my job as CRM Executive, I attended customers' queries, resolved through chat, working on computer, data entry, administrative work of staff and other miscellaneous work in the office.

I was also responsible for giving product training to the freshers who joined the company.

### **TRAINING UNDERGONE**

#### **MAJOR PROJECT REPORT (2013)**

**Organization:** Defence Research & Development of Organization (DRDO)  
**PROJECT NAME :** DUAL MODE PHASE SHIFTER TESTING USING LABVIEW  
**Duration:** Six months

### **STRENGTHS**

- > Sincerity & punctuality
- > Positive attitude
- > Hard working nature
- > Dedication for committed work
- > Keen to learn new things

### **PERSONAL DETAILS**

Name: Amandeep Kaur

Mother Name: Mrs.Rajinder Kaur

Father Name: Mr.Gurcharan Singh Jassal

Gender : Female

Languages: Hindi, English, Punjabi

### **DECLARATION**

I hereby declare that the information given above is true to the best of my knowledge & belief.

Date:

(Amandeep Kaur)



