



KARNIKA YADAV

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OBJECTIVE

I am seeking an employment with an organization where I can use my knowledge and skills for the growth of an organization and which will provide me an opportunity to learn and help me to achieve my personal as well as organization's goal.



EDUCATION

MBA | St. Hopkins College, Bengaluru

2017-2019

Specialized in human Resource with 68.26%

B.Com | Girls Degree College, Sagar, (M.P.)

2012– 2015

Specialized in Computer Application with 67.1%

H.S.C | C.B.S Convent School, Sagar, (M.P.)

2012

With 72.3%

S.S.C | C.B.S Convent School, Sagar, (M.P.)

2010

With 75.3%



EXPERIENCE (1 Year)

HR Executive (5 Months)

Fairyland Clarks Inn, Bhopal

18/02/2020-23/07/2020

- Manage recruitment of the company.
- Induction and Orientation of the company.
- Maintain employee records.
- Manage payroll of the employees.
- Manpower planning.
- Maintain and update database of the employees.
- Maintain leave records as per the company policy.
- Compliance under EPF Act.
- Compliance under ESI Act.
- Organize soft skill training program for the employees.
- Manage office supplies stock and place orders.

Administrator/ HR Executive (7 Months)

Trashin Recycling Private Limited, Bangalore,

08/07/2019-08/02/2020

- Maintain the vendor's database.
- Maintain the supplier's database.
- Typing up letters and reports
- Maintain Inward and outward stock statement.
- Providing administration support to Director's.
- Manage recruitment of the company.
- Maintain employee records.
- Manage payroll of the employees.
- Maintain and update database.
- Maintain leave records as per the company policy.
- Manage office supplies stock and place orders.



PERSONALITY TRAITS

- ☑ Eager to learn new things.
- ☑ Strong motivational & leadership skills.
- ☑ Ability to work in team as well as an individual.



ACTIVITIES

- ☑ Learning management using theater in MBA program.
- ☑ Participated in developing sales and marketing strategies by visiting Madiwala veggies Market in MBA program.
- ☑ Participated in Nodal level inter-college Badminton Competition held at Girls Degree college Sagar, (M.P.)
- ☑ Participated in Nodal level inter-college Kho-Kho Competition held at Girls Degree college Sagar, (M.P.)