

# C.V

CHAUHAN NARENDRA HARIBHAI

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## CAREER OBJECTIVE

Motivated and detail-oriented graduate in Psychology with HRM certification, seeking an entry-level opportunity in Human Resources where I can apply my knowledge of recruitment, payroll, and employee management while contributing to organizational growth and gaining practical HR experience.

## CURRENT EMPLOYMENT

Currently Working

G.M Tea Packers Pvt. Ltd.

## EDUCATIONAL QUALIFICATIONS

B.A. in Psychology

M.A. in Psychology

Human resources management

HRM Certification – Udemy

## SKILLS & COMPETENCIES

Recruitment & Selection Basics

Payroll Processing Knowledge

CTC Structure Understanding

Attendance & Leave Management

Basic Labour Law Awareness

MS Excel (VLOOKUP, Basic Formulas)

MS Word & PowerPoint

Tally (Basic Accounting)

CCC (Computer Concepts)

TECHNICAL SKILLS

MS Excel

MS Word

MS PowerPoint

## **C.V**

Tally ERP

Computer Fundamentals (CCC)

### **LANGUAGES KNOWN**

Gujarati

Hindi

English

### **PERSONAL STRENGTHS**

Quick Learner

Good Communication Skills

Team Player

Responsible & Punctual

Positive Attitude

### **DECLARATION**

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