

Pravesh okhla

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.



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📍 19, Khalid Bin Al Waleed Road, 37D St - Al,UAE, Dubai, UAE

📅 24 October, 2000

🌐 linkedin.com/in/Pravesh okhla

WORK EXPERIENCE

HR/ADMIN

LiuGong India Pvt. Ltd.

03/2022 - 04/2023

Indore, India.

LiuGong India is a leading Construction equipment manufacturer offering a wide Range of extreme duty machines for construction and Mining industry consistently since 2002.

Achievements/Tasks

- Travel Management, Canteen Management, Security Management, Housekeeping Management.
- Support to Induction Process, Support to day to day HR activities, Making offer Letters, Reliving Letters of Employees, Training & development.

EDUCATION

Master of Business Administration(MBA)

Sage University Indore

2021 - 2023

Indore, India.

Courses

- Marketing+HR

Bachelor of Business Administration(BBA)

Dr. A.P.J. Abdul Kalam University

2018 - 2021

Indore, India

Post Graduation Diploma in Computer(PGDCA)

Mkhanlal Chaturvedi University

Indore, India.

Higher Secondary Education

New Pithampur Public School

2017 - 2018

Indore, India.

High School

New Pithampur Public School

2015 - 2016

Indore, India.

COMPUTER LITERACY

Tally ERP 9

MS Excel

MS word

MS Powerpoint

Adobe Photoshop

DOS Basic

Java Basic

C++ Basic

Hardware & Software trouble shooting (Basic)

EXTRA CURRICULAR

Participated In Theather & Skits, sports tournament, dance competition.

- in school/college

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

Nepali

Native or Bilingual Proficiency

VISA STATUS

Visiting Visa

From 29/01/2024

to 28/03/2024