



Pravesh Okhla

Ex HR Executive

Utilize my talent in the company where I can make maximum use of talent for the growth of the company and for my successful career.

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📅 24 October, 2000

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WORK EXPERIENCE

HR Executive

LiuGong India Pvt. Ltd.

03/2021 - 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.

Responsibilities/Tasks

- Travel Management, Canteen Management, Security Management, Housekeeping Management.
- Talent acquisition, Recruitment & selection, Payroll processing, Draft and Composes Emails, Providing Administrative support to other HR Professionals.
- 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

Sage University Indore

2021 - 2023

Indore, India.

Courses

- Marketing+HR

Bachelor of Business Administration

Dr. A.P.J. Abdul Kalam University

2018 - 2021

Indore, India.

Post Graduation Diploma in Computer (PGDCA)

Mkhanlal Chaturvedi University

Higher Secondary Education

New Pithampur Public School

2017 - 2018

Indore, India.

High School

New Pithampur Public School

2015 - 2016

Indore, India.

SKILLS

Quick Learner

Decision making

Leadership Skill

Problem Solving

Positive Attitude

Team Player

EXTRA CURRICULAR

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

In school/college

LANGUAGES

English

Professional Working Proficiency

Hindi

Native or Bilingual Proficiency

Nepali

Native or Bilingual Proficiency

VISA STATUS

Visiting visa

From 01/12/23 to 29/01/24