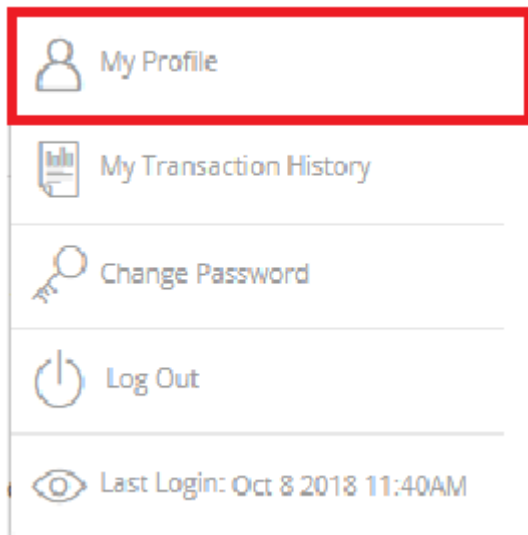


How to Add 'Skills and Qualification' ?

You can follow the below steps to add 'Skills and Qualification' on Zing HR :

1. Log in to your Zing HR account.
2. Click on your name on the right-hand top side of the screen and then click 'My Profile'.



3. New window will appear, where you can able to view all your details.

ZING

Sneha Andhari
sneha.andhari@zinghr.com

- About Me
- Coordinates
- Identity Proofs
- Skills & Qualification
- Family
- Employment History
- Company Assets
- Undertakings
- Update History
- Documents

Personal Details ☒

[Update Details](#)

Religion	First Name	Middle Name
Ms.	Sneha	-
Last Name	Maiden Name	Asset Number
Andhari	-	-
Category	Actual Date of Birth	Age
-	06 Jul 1999	29 yrs 3 months
Record Date of Birth	Place of Birth	Country
06 Jul 1999	-	-
State of Birth	Nationality	Identification Marks
-	Indian	-
Blood Group	Gender	Marital Status
-	Female	Single
Uniform Shirt Size	Uniform Trouser Size	Shoe Size
-	-	-
Group DOJ		
-		

4. If you want to add your 'Skills and Qualification' details please select 'Skills and Qualification' from left side tab.

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sneha.andhari@zinghr.com

About Me
Coordinates
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Employment History
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Documents

Personal Details

(Can not modify Personal Details as previously modified details are pending for Approval.)

Religion	First Name	Middle Name
Mt.	Sneha	-
Last Name	Maiden Name	Asset Number
Andhari	-	-
Category	Actual Date of Birth	Age
-	06 Jul 1989	29 yrs 3 months
Record Date of Birth	Place of Birth	Country
06 Jul 1989	-	-
State of Birth	Nationality	Identification Marks
-	Indian	-
Blood Group	Gender	Marital Status
-	Female	Single
Uniform Shirt Size	Uniform Trousler Size	Shoe Size
-	-	-
Group DOJ		
-		

Update Details

5. New window will appear, where you need to click on 'plus' symbol and you can able to add 'Skills and Qualification' details.

ZING

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sneha.andhari@zinghr.com

About Me
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Documents

Qualification

Unavailable

Click on Plus symbol

Skills

Unavailable

Training & Certifications

Unavailable

Languages

Unavailable

6. New window will appear.

Qualification

Stream

Specialization

Select

Major

University

Institute

Qualification Mode

Select

Country

State

Select

City

Select

From Month

Select

From Year

Select

To Month

Select

To Year

Select

Pass Month

Select

Pass Year

Select

Submit

Clear

7. Submit your all details and click on 'Submit ' button.

Qualification

Stream

Specialization

Select

Major

University

Institute

Qualification Mode

Select

Country

State

Select

City

Select

From Month

Select

From Year

Select

To Month

Select

To Year

Select

Pass Month

Select

Pass Year

Select

Submit

Clear