

RESUME

MR. AMIT KUMAR

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CAREER OBJECTIVE

AN MBA human Resources and IT management fresher willing to make a career in management in a reputed origination and corporate company.my experience my knowledge and talent to I will prove in origination in the best .

EDUCATION QUALIFICATION

- 10th passed from UP Board.2010
- 12th passed from UP Board.2012
- Bachelor of art faizabaad university completed2015
- Indira Gandhi memorial ITI completed 2018
- MBA human resource management and IT management IIBM institute of Business Management complete Meerut 2022 to 2024

Personal skill.

- Computer knowledge. Internet Email social Network mail drafting. etc
- MS office. . Time management.
- Excel knowledge. Good convincing
- Power point presentation.
- Team handling best communication
- Good behavior excellent leadership
- Google sheet management Google from Creating and task creating

WORK EXPERIENCE

Safer foundation –

New Delhi HR internship complete 3 month New Delhi

Hiring job posting /portal knowledge /CV shortlisting/ resume tracking/ interview conduct selection/ Attendance data Daily task complete assist with job posting opening screening resume scheduling interview and conducting reference check.

Top trove Foundation assistant HR internship ---

Complete 1 month New Delhi

Team handling /ordination/ presentation/ attendances Data /problem solving

Team Management/ employees record maintain / Daily task reporting management The primer duties of intern and updating report management and collect document check background on potential improving and implementing Hr policies .

Nirmala institute of paramedical and nursing collage HR Executive –

Job posting /cv shortlisting /interview conduct/ selection process /on boarding candidate /origination ordination/ joining formalities/ attendance management/ salary negotiation

Exit formalities/ Responsibilities Task of collage in management and coordinate of Admin work

PERSONAL INFORMATION

Father's Name : **MR Ram Prakash**
Date of Birth : **25/08/1994**
Sex : **Male.**
Languages Known : **Hindi, English.**
Religion : **Hindu.**
Nationality : **Indian.**
Marital Status : **unmarried.**

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Date

Place

Amit Kumar