



CONTACT ME

☎ +91 8708164185

✉ amans2288@gmail.com

💻 www.linkedin.com/in/aman-bhardwaj-246161167/

📍 Sonipat, Haryana-131001

SKILLS

- Ms office
- Tally
- HTML
- Digital Marketing
- Good Communication
- Teamwork
- Dedication

CERTIFICATES

Hartron Diploma in Financial Accounting(HDFA)

Hartron Skill center, Sonipat

Digital Marketing

Google, Online

Front End Developer

Udemy

Aman

MBA Student

OBJECTIVE

- I'm looking for a challenging job with a rapidly growing organization that can provide me with a greater range of goals and job objectives

EDUCATION

Master of Business Administration (MBA)

Delhi Institute of Advance Studies
2022-2024

Bachelor of Business Administration (BBA)

Hindu College Sonipat
2019-2022

Senior Secondary (XII), Commerce

Hindu Senior Secondary School
2018-2019

Secondary (X), Commerce

Rose Valley Public School
2016-2017

WORK EXPERIENCE

• Oct 2021 - Nov 2021

Danblock brakes India Pvt. Ltd.

HR intern

- My role was to assist in Process of Recruitment and selection
- Maintain files & records

• April 2023 - June 2023

Socio labs Pvt. Ltd

HR intern

- Recruiting candidates form different domain
- Schedule interviews & take follow ups
- Maintain record of all employees and intern