




ARPIT KUMAR

HR Executive/ Associate

PROFILE

Highly motivated and detail-oriented Human Resources graduate seeking an entry-level position in the HR department to utilize my skills in recruitment, employee relations, and HR operations to contribute to organizational success.

CONTACT

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EDUCATION

Amity University, Noida

2023-2025

MBA in Human Resource Services and Management

Dr. Ram Manohar Lohia Awadh University, Ayodhya

2019-2022

B.Sc. in Chemistry and Zoology

Feroze Gandhi Polytechnic, Raebareli

2019-2016

Diploma in Instrumentation and Control

WORK EXPERIENCE

Senior Full Stack Developer | TechCorp Solutions | Jan 2024 - Present

Architected and deployed scalable SaaS platform serving 50,000+ users.

Process Associate

September 2023 - January 2024

Supported agile development of AI-powered features.

Implemented microservices architecture, reducing latency by 45%.

Integrated multiple AI APIs (OpenAI, Anthropic) for intelligent automation.

Technologies: React, Node.js, Python, Docker, PostgreSQL, AWS.

Achieved 99.9% uptime through robust monitoring and DevOps practices.

✚ Processing financial transactions and orders accurately.

✚ Ensuring document compliance with client guidelines.

✚ Ensure adherence to quality standards and compliance requirements.

SLMG Beverages (Coca-Cola)

Internship – HR Operation

May, 2024 - August, 2024

✚ Assisted with recruitment by posting job ads, screening resumes, and coordinating interviews.

✚ Supported onboarding by preparing orientation materials and maintaining employee records.

✚ Helped maintain HR databases for data integrity and compliance.

✚ Assisted with payroll and benefits by verifying timekeeping data and addressing inquiries.

✚ Organized employee engagement activities to boost workplace morale.

✚ Contributed to updating HR policies and ensuring compliance with labor laws.

✚ Collaborated on performance management by supporting reviews and tracking employee progress.

SKILLS

- Recruitment and Selection
- Employee Onboarding
- Payroll Basic Knowledge
- HRIS (Human Resources Information System)
- Fast Learner
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Communication and Interpersonal Skills
- Data Analysis and Reporting