

Abhishek Kumar

Sector 31, Faridabad, Haryana, 121003, India

9958522432 | jjhaabhi123@gmail.com | [LinkedIn](#) | [Interactive Resume](#)



Your Next Human Resource Intern

As a motivated BBA final year student (expected May 2026), I bring a strong foundation in management and technical skills, eager to apply business principles in Human Resources. My academic record includes 81.4% in Senior Secondary and 71.6% in Secondary. I possess a basic understanding of AI integration in business processes, expertise in OS installation and troubleshooting, and strong soft skills in communication, leadership, and problem-solving. Adaptable and interested in data-driven HR, I am proficient in English, Hindi, and Maithili. Open to HR Intern, HR Coordinator, and Talent Acquisition roles, I am available for internships immediately and full-time positions upon graduation

EXPERIENCE

Digital Asset Researcher

Feb 2018 - Nov 2021

Freelance IT Services | Remote, India

Managed multiple concurrent projects and priorities effectively, consistently meeting deadlines

- Provided comprehensive IT solutions and technical support to a diverse client base.
- Successfully supported over 150+ businesses in streamlining their workflows and optimizing IT systems.
- Demonstrated strong financial acumen by overseeing financial transactions and meticulously managing project budgets, ensuring accurate records and timely service completion.
- Spearheaded the design and implementation of social media campaigns, leveraging analytics to achieve a notable 15%+ audience growth for clients.
- Acquired fundamental skills in business development, including crafting effective sales pitches, driving lead conversion, and executing client follow-up strategies.
- Collaborated effectively with cross-functional teams to manage project scheduling and budgeting.

EDUCATION

Bachelor of Business Administration (BBA), General | Pt.J.L.N.G.C, Faridabad, India

Jun 2023 - Present

Developing analytical, leadership, and problem-solving skills through comprehensive business administration coursework.

Senior Secondary (12th), Commerce with economics | Government model senior secondary school (sector 28), Faridabad, India | (GPA: 8.1)

May 2021 - Mar 2022

CERTIFICATIONS

Trainee Associate in Retail, Skill India

Sep 2020

Trainee in IT Sector, Skill India

Oct 2021

PROJECTS

Interactive Resume, Pt. J.L.N.G.C, [Link](#), Faridabad, India

Jul 2025 - Jul 2025

SKILLS

- **Top Skills:** Analytical Skills, Communication, Teamwork, Business Analysis, IT Hardware Support, Digital Trends, Organization Skills, Blockchain Technology

VOLUNTEERING

Student Support & Documentation Volunteer, Student Support Network, Faridabad

2025

Voluntarily assisted fellow students in compiling, organizing, and verifying necessary documentation for 3rd-year university admissions. This role involved:

1. Providing guidance on required paperwork and submission processes.
2. Ensuring accuracy and completeness of application documents.
3. Demonstrating strong organizational skills and attention to detail in managing diverse document sets.
4. Offering empathetic support and effective problem-solving for administrative challenges faced by peers.