

# ABHISHEK KUMAR

## Aspiring Human Resource Executive |

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## CAREER OBJECTIVE

To work in a dynamic HR team where I can apply my academic knowledge and internship experience to drive recruitment efficiency, employee engagement, and talent development strategies

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## SUMMARY

A results-driven and adaptable MBA graduate in Human Resources with real-world experience in recruitment, training, and HR operations from reputed organizations from IFFCO. Skilled in end-to-end recruitment, onboarding, employee engagement, and HRIS tools including Oracle HRMS. Proficient in MS Office and known for strong interpersonal, communication, and organizational abilities. Highly motivated to contribute to strategic HR functions in a growth-oriented and people-centric organization.

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## INTERNSHIP EXPERIENCE

### Indian Farmer Fertiliser Cooperative Limited (IFFCO), Aonla Plant, Bareilly

HR Intern | June2024–July2024

- Executed accurate data entry of employee information using Oracle HRMS
  - Collaborated with HR team to update and maintain employee records.
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## EDUCATION

### Master of Business Administration (MBA), 2025(Completed)

University of Lucknow | Specialization: Human Resources

### Bachelor of Arts (BA) (2022)

University of Lucknow | Subjects: English and Sociology

### Higher Secondary Education (2017)

NIOS | Stream: Science

### Secondary Education (2014)

CBSE

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## **Certifications:**

- **TCS iON Career Edge-Young Professional | 2025**

Covered topics, \*Effective email writing, \*Corporate telephone etiquette, \*Interpersonal skills, \*Impactful presentations, \*Resume & Cover letter preparation, \*Group discussions, and \*Corporate interviews.

- **Indian Institute of Management Bangalore: HR Analytics using Excel | 2024**
  - **Sustainable & Ethical Corporate Laws for New-Age Business Practices in India | 2023**
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## **Skills:**

- Skilled in prioritizing HR tasks and managing documentation flow
  - Empathetic listener, fostering trust during employee interactions
  - Strong verbal and written communication with presentation proficiency
  - Proficient in MS Office Suite (Excel, PowerPoint, Word)
  - Adaptable to dynamic HR environments
  - Committed to maintaining confidentiality and integrity
  - Takes initiative and responsibility in tasks
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## **TOOLS&PLATFORMS**

- Oracle HRMS
  - MS Excel (VLOOKUP, PivotTables)
  - Google Workspace
  - MS Teams
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**Date:**

**Signature:**

**Place:**