

Ananya Sharma

University of Delhi

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Objective

To obtain the position of Human Resources Assistant Intern at Company XYZ, where I can leverage my academic background and passion for HR to gain hands-on experience and contribute to the employee-orientated, high-performance culture.

Education

University of Delhi

Bachelor of Business Administration (BBA), Human Resources

Expected Graduation: 2026

Skills

- Proficient in Microsoft Word and Excel
- General knowledge of employment law
- Experience with HRIS systems
- Strong communication and presentation skills
- Organized and detail-oriented
- Understanding of employee relations and training logistics

Experience

HR Intern, ABC Pvt Ltd, Summer 2024

- Assisted with onboarding processes and HRIS data entry
- Participated in HR planning sessions and employee wellness initiatives
- Maintained training records and facilitated internal communication

Certifications

- Microsoft Excel: Intermediate to Advanced (Coursera)
- HR Fundamentals (LinkedIn Learning)