Rohit Verma

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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

Symbiosis Centre for Management Studies  
Bachelor of Business Administration (BBA), Human Resources  
Expected Graduation: 2026

# Skills

* • Knowledge of HR compliance and labor laws
* • Experienced in employee engagement activities
* • HRIS record keeping and database updates
* • Able to maintain confidentiality
* • Effective written and oral communication
* • Passionate about strategic HR planning

# 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)