

ROHIT KUMAR

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EDUCATION

MBA HR

Bharati Vidyapeeth Deemed University, Pune
July 2022-July 2024

B.SC

S.Sinha College, Aurangabad, Bihar
July 2017- July 2020

SUMMARY

Dynamic and dedicated recent graduate with a Master's degree in Human Resource Management seeking an entry-level HR position to leverage my strong communication, problem-solving, and organizational skills in supporting the HR team and driving the company's success.

SKILLS

PROFESSIONAL

- MS EXCEL
- PowerPoint Presentation
- MS Word
- Recruitment and Selection
- Employee Onboarding and Orientation
- Time Management and multitasking
- Strong verbal and written communication

CERTIFICATIONS

- Performance Management
- Organizational Behaviour
- Analytics in Marketing

WORKING EXPERIENCE

BUSINESS DEVELOPMENT ASSOCIATE

SquareYard | 2024 - Present

- Conducted property showings and engaged with potential buyers to understand their needs and preferences.
- Maintained and updated the customer database, ensuring accurate records and follow-ups on potential sales.
- Supported negotiations and prepared necessary documentation for successful transactions.

HR INTERN

Mapple Business Solution | June 2023 - Aug 2023

- Assisted with the recruitment process, including job postings, resume screening, and interview coordination.
- Conducted new hire orientations and facilitated onboarding processes.
- Maintained and updated employee files and HR records.
- Responding to employee inquiries or request for information.

PROJECT WORK

summer Internship Project- Sourcing and Recruitment Excel

- Developed sourcing strategies to attract qualified candidates through various channels such as job boards, social media platforms, and professional networks.
- Conducted initial screenings of candidates, assessing their qualifications, skills, and fit for the organization.