**ARJUN VERMA** Pune, India | +91-98765-67890 | arjunverma.hr@gmail.com | LinkedIn

### **Career Objective**

Recent **Psychology graduate** with strong interpersonal and organizational skills, seeking an entry-level role in **Human Resources**, particularly in **Learning & Development** and **Employee Engagement**. Passionate about understanding employee behavior, motivation, and performance development.

### **Education**

**BA in Psychology** Fergusson College, Pune | 2020 – 2023

* Specialized in Organizational Psychology and Workplace Behavior

### **Internship Experience**

**HR Intern – L&D Department** **Infosys, Pune | Jan 2023 – Apr 2023**

* Assisted in creating employee training materials and coordinating virtual workshops
* Conducted feedback surveys and generated monthly learning participation reports
* Supported internal communications for engagement campaigns

### **Skills**

* **L&D Tools:** MS PowerPoint, Google Forms, Canva
* **HR Basics:** Onboarding Support, Internal Comms, Event Coordination
* **Soft Skills:** Public Speaking, Empathy, Team Collaboration
* **Other:** Basic Excel, Attendance Management

### **Certifications**

* Introduction to HR Functions – Great Learning
* Training & Development Foundation – Alison
* Workplace Psychology Essentials – Udemy

### **Projects**

**1. Workshop Series – “Mental Wellness at Work” (College Event)**

* Organized sessions with 150+ attendees, collaborated with guest speakers
* Managed content, registration, and post-session feedback

### **Achievements**

* College HR Club Co-lead: Organized “Mock Recruitment Week”
* Received Best Intern Performance Certificate from Infosys (2023)

### **Languages**

English, Marathi, Hindi