

RESUME

ISHAN ARORA

Master of business

Administration in Human

Resource & marketing

**Desh Bhagat Institute of
Management & computer
Science, Mandi Gobindgarh
(PB)**

Permanent Address

Ishan Arora
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Personal Data

Name: Ishan Arora
Father's Name: **Mr. Satish
Arora**
Date of Birth: **17th Nov '88**
Sex: **Male**
Nationality: **Indian**
Marital Status: **Married**

Hobbies

- Playing & Watching Cricket.
- Listening to Music.

Objective

To contribute the organization with the best efforts for achieving its goal and to have a continuous self development by way of learning and exposure to new assignment.

Experience

- Worked as H.R Executive In **Empire packages (p) Ltd Derabassi (Punjab) From May, 2011 to July 2013 (Industries engaged in manufacturing of Corrugated Boxes)**
- Self employed in Family Business (Super Stockiest confectionery and general goods) from July 2013 onwards till date.

Job Profile & Responsibilities (may-11 to july-13)

- Maintain of employee database.
- **Responsible for Salary (Monthly/Advance) and benefits of employees.**
- **Complete Time office work..**
- Arranging & conducting interviews of the candidates helping in recruitment process.
- **Administration of all Contractor labor.**
- **Security & H/K supervision**
- **Pest Control Management**

Business Profile & Responsibilities (July-13 till date)

- **Maintaining Stock as per sale.**
- **Keeping records of expenditure, sales figure and employee performance**
- **Evaluating the supply and availability of stocks and profit margins.**
- **Implementing measures to avoid stock damages, and wastage.**
- **Addressing customers requests, comments, and complaints.**
- **Motivating employees to achieve targets.**
- **Training new staff members.**

Qualifications

Professional Qualifications:

MASTER OF BUSINESS ADMINISTRATION (First Division with Distinction) from Desh Bhagat Institute of Management &

Computer science, Mandi Gobindgarh Punjab
(Affiliated to Punjabi University, Patiala) in 2011.
Major- Human Resource.

Minor- Marketing

Academic Qualifications:

- **Bachelor of Arts from Kurukshetra University with an aggregate 56% in 2009.**
- **Senior Secondary from C.B.S.E.**
- **Matriculation from C.B.S.E..**

SUMMER TRAINING & PROJECT

- A Project Report on the Topic of “**Designing of Training Procedure for all level of Employees in an Organization**” as Trainee in MBA Ist Year.
Organization: **OM SAKK Indian Industries Ltd.** Panipat Haryana
Duration : 2 months June-July 2010
Team Size : single
- A Project Report on the Topic of “**Role of human resource in success of an industry**” in MBA Final.
Team size: - Single

Strengths

- Quick learner.
- Good Presentation Skills.
- Leadership Qualities.
- Smart working.

Extra Curricular Activities

- Participated in the “International Seminar” on the Topic of “Corporate Social Responsibility”

I hereby declare that all the information provided here are correct to the best of my knowledge.
Place: **Ishan Arora**