




# ARPIT KUMAR

HR Executive/ Associate

## PROFILE

Highly motivated and detail-oriented Human Resources graduate seeking an entry-level position in the HR department to utilize my skills in recruitment, employee relations, and HR operations to contribute to organizational success.

## CONTACT

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## EDUCATION

### Amity University, Noida

2023-2025

MBA in Human Resource Services and Management

### Dr. Ram Manohar Lohia Awadh University, Ayodhya

2019-2022

B.Sc. in Chemistry and Zoology

### Feroze Gandhi Polytechnic, Raebareli

2019-2016

Diploma in Instrumentation and Control

## WORK EXPERIENCE

### **Vatsalya Digital Solution**

#### **Process Associate**

September, 2023-March, 2024

- ✚ Managing data entry, validation, and analysis per client needs.
- ✚ Addressing inquiries via calls, emails, or chat, resolving issues, or escalating as needed.
- ✚ Processing financial transactions and orders accurately.
- ✚ Ensuring document compliance with client guidelines.
- ✚ Ensure adherence to quality standards and compliance requirements.

### **SLMG Beverages (Coca-Cola)**

#### **Internship – HR Operation**

May, 2024-August, 2024

- ✚ Assisted with recruitment by posting job ads, screening resumes, and coordinating interviews.
- ✚ Supported onboarding by preparing orientation materials and maintaining employee records.
- ✚ Helped maintain HR databases for data integrity and compliance.
- ✚ Assisted with payroll and benefits by verifying timekeeping data and addressing inquiries.
- ✚ Organized employee engagement activities to boost workplace morale.
- ✚ Contributed to updating HR policies and ensuring compliance with labor laws.
- ✚ Collaborated on performance management by supporting reviews and tracking employee progress.

## SKILLS

- Recruitment and Selection
- Employee Onboarding
- Payroll Basic Knowledge
- HRIS (Human Resources Information System)
- Fast Learner
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Communication and Interpersonal Skills
- Data Analysis and Reporting