# Aman Kumar

### HR Recruiter

An aspiring HR professional looking forward to have an edge above the world. MBA in HR Major. Career has just taken off. Aiming to be an expert in Human Resources with retaining Human Values.



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## WORK EXPERIENCE

## **Recruitment Consultant Aayom Business Solutions**

12/2019 - Present

Achievements/Tasks

- Develop and execute recruiting plans
- Develop and track goals for the recruiting and hiring process
- Work with hiring managers to create job descriptions
- Screen applicants to evaluate if they meet the position requirements
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- End-to-End recruitment

### **HR** Executive

Myndtree Business Service Pvt. Ltd.

12/2018 - 10/2019

Achievements/Tasks

- Sourcing & screening resumes
- Communicating employer information and benefits during the screening process
- Making recommendations to company hiring managers
- Conducting telephonic interviews
- End-to-end recruitment process

## **Business Development Associate** HR Scope

Achievements/Tasks

- Revenue Generation
- Client Meetings

11/2014 - 02/2017

- Manage all events set up
- Following up new business opportunities & settings up meetings
- assess an event's overall success and submit findings

Noida

Noida

### Patna

Full Professional Proficiency

Full Professional Proficiency

### Maithili

Full Professional Proficiency

# **EDUCATION**

Accurate Institute of Management & Technology

08/2017 - 05/2019

Greater Noida

- HR & Marketing

## **BBA**

Jaipuria Institute

07/2011 - 06/2014

Ghaziahad

# **SKILLS**

Communication Skills

**Punctuality** 

Quick Learner

**Ambitious** 

**Employee Relations** 

# **ACHIEVEMENTS**

**HR Analytics** 

Talent Management

Startup & Entrepreneurship

MS Office

Corporate Etiquettes

Digital Marketing

Personal Branding

# **LANGUAGES**

### Hindi

# **INTERESTS**

Travelling

Learning about different cultures

Surfing Internet

Listening to Poetries