

## **OBJECTIVE**

•As a focused and diligent graduate I would like a career that would give me a rich exposure through diverse assignments and working with people of high calibre. I would constantly look out for challenges which would help me to achieve my personal and professional goals and expanding my skill set through external trainings.

## **CONTACT**

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# LINKEDIN -

http://linkedin.com/in/aditya-rana-47b660203

# **HOBBIES**

Cycling Movies Music Travelling Photography

# **ADITYA**

Address: opposite ITI GATE ITI ROAD Aligarh- 202001 (U.P.)

Present Address: New Ashok Nagar, New Delhi (India)

## **EDUCATION**

# ALIGARH MUSLIM UNIVERSITY, ALIGARH (U.P.)

- Post Graduate Diploma in Public Relations- 2021- 76.6%
- Post Graduate Diploma in Personnel Management (Distance Mode)- 2021- 71.1%
- M.A. (SOCIOLOGY) **2020** 74%
- B.A. (SOCIOLOGY) 2018 71%
- Senior Secondary School (Boys) 2015 66.6%

Our Lady of Fatima School, ALIGARH (U.P.) High School - CBSE- 2012- 66.5%

# SEMINARS & CONFERENCES ATTENDED:

- Attended a 3 day virtual FDP on "Quantitative Research Analysis Using SPSS" organized by A Consortium for Human Resource Development CHRD Faculty Chapter- 10/7/2020 to 12/7/2020.
- Participated in the International Conference on "An Indian Issue- Building A Self Reliant India- Role Of Media"- 24/7/2020 to 25/7/2020
- Participated and presented a paper entitled 'RURAL DEVELOPMENT' in the 3rd International Conference on Food, Agriculture and Veterinary by EGE UNIVERSITY (TURKEY) – June 19-20, 2020

## **WORK EXPERIENCE**

INTERN • HR ASSOCIATE • INGLU 30/11/2021-1/1/2022

My stint at INGLU included *key deliverables* likewise:

- 1. Recruitment of social media & marketing interns
- 2. Managing & taking day to day updates of the interns
- 3. Making sure that the assigned task is timely completed by them
- 4. Delegation of work to the managers
- 5. Keeping a record of their day to day activities.

## **CORE COMPETENCIES**

Strong communication skills, public relations, team management, social media marketing, ability to multi task, detail oriented, problem solver, team worker and easily adaptable.

## **EXTRA CURRICULAR ACTIVITIES**

- 1. Played 'Somveer' in a short documentary film 'Meena... Fight For' based on the social issue highlighting the education of a girl child in India.
- 2. Volunteered in a social community & welfare program organized by Harry Astronomical and Research Society, Aligarh from July 6-10, 2019.