

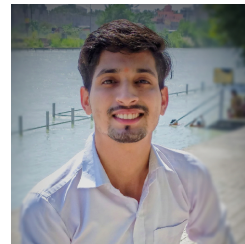
## CONTACT

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## OBJECTIVE

Looking for a full time human resource position in a fast paced environment utilizing ability to perform administrative and clerical functions to support the human resource department.

## EDUCATION

2022

- **Coer School of Management**  
Master of Business Administration  
8

2020

- **Hemanti Nandan bahuguna garhwal university**  
Bachelor of commerce  
8

2017

- **Shree Dev intermediate school**  
Intermediate  
65

2015

- **Shree Dev intermediate school**  
High school  
78%

## SKILLS

- Teamwork skills
- Passionate with work
- Excel
- HTML

## INTERNSHIP

- **Learnovate Ecommerce**  
Work on talent acquisition lifecycle, sourcing, screening, interview process and HR Operations, on boarding a new employee and handling other HR related issues .  
Screening potential candidate's resumes and application forms to identify suitable Candidates to fill the vacancies .  
Organizing interviews with the shortlisted candidates .  
Posting job advertisements to social media platforms .  
Releasing offer letters and manage on boarding of a new candidate.  
Updating internal databases and maintain proper documentation .  
Helping in setting up the right culture.