

RESUME

ANKIT KUMAR



Correspondence Address:

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CARRIER OBJECTIVE

To obtain a challenging and dynamic Human Resources position where I can utilize my skills and knowledge to make a positive contribution to the organization.

EDUCATIONAL QUALIFICATION

Academic Status	Degree/Diploma	Year	Board/University	DIVISION
Master degree	MBA (HR)	2020-2022	SGVU, JAIPUR RAJSTHAN	1'st
Post graduate	M.A(ECONOMICS)	2015-2018	VKSU, ARA, BIHAR	1'st
Graduation	B.A(ECONOMICS)	2011-2014	VKSU, ARA, BIHAR	1'st
Senior Secondary	12 th (science)	2011	BIHAR SCHOOL EXAMINATION BOARD	2'nd
Higher Secondary	10 th	2008	BIHAR SCHOOL EXAMINATION BOARD	1'st

WORKING EXPERIENCE

NOW WORKING AT :

APEX NEWS WING (OPC) PVT. LTD.

JUNE 2023 TO YET

AS A HR & ADMIN, RANCHI ASHOK NAGAR

ADITYA VISION LIMITED

AS A ADMIN AND ACCOUNTANT, RANCHI ASHOK NAGAR

NOV 2022 TO JUNE 2023

R.K.S CONSTRUCTION PVT. LTD.

FROM FEB 2019 TO MAY 2022 AS A HR AND OPERATIONS

TECHNICAL SKILLS

- Knowledge of HR policies and procedures
- Strong communication and interpersonal skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Ability to maintain confidentiality and handle sensitive information
- Excellent organizational and time management skills
- Familiarity with HRIS and ATS systems
- assisted in training and onboarding of a new employee
- Conducted application screenings for candidate
- Reviewed the company policies to ensure they meet proper regulations
- Created employees schedule depending on their preferences
- Excellent in understanding and analyzing the human behaviour
- Proficient in coordinating with the people

STRENGTHS

- Hard working towards the work.
- Always Ready to Learn and Adaptive to new things.
- Quick learner and self motivated towards the work.

HOBBIES

- Surfing internet
- Listening Music
- Playing Indoor & Outdoor games

PERSONAL PROFILE

- Name : Ankit Kumar
- Father's Name : Mr. Satyendra Singh
- Date Of Birth : 15Oct 1993
- Marital Status : Single
- Sex : Male
- Languages Known : English, Hindi
- Permanent Address : Vip colony,dehri road ,bikramganj,802212
- Nationality : Indian

DECLARATION

I hereby declare that the above information is true and correct. I vouch for the authenticity of above mentioned facts.

Date: / /

Place: PATNA

Signature
(ANKIT KUMAR)