

RESUME

ANKIT KUMAR



Correspondence Address:

Prem Nagar Road no.4

Latma Road,Singhmore

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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
- Profcient in Microsoft Offce (Word, Excel, PowerPoint)
- Ability to maintain confdentiality 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
- Profcient 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: / /

Signature

Place: PATNA

(ANKIT KUMAR)