

Priya Sharma

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Email: priyasharma@email.com | Phone: +91-9876543210 | Location: Delhi, India

Career Objective:

Motivated and detail-oriented Human Resources graduate seeking an entry-level HR position to apply my knowledge of recruitment, employee engagement, and HR operations.

Education:

BBA in Human Resource Management, Delhi University, 2023

Internship:

HR Intern – ABC Pvt Ltd, Delhi (Jan 2023 – April 2023)

- Assisted in screening resumes and coordinating interviews
- Maintained employee records and supported onboarding process

Skills:

- Recruitment Coordination
- MS Excel & HRMS
- Verbal & Written Communication