

Shravan Kumar

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### Objective

Energetic and detail-oriented HR graduate, passionate about recruitment and team development. Looking to assist in HR operations.

### Skills

- Recruitment Coordination
- Interview Scheduling
- MS Word & Excel
- HRMS Tools (Zoho People)
- Communication
- Organizational Skills

### Experience

HR Trainee | CareerTree Solutions, Gurugram | Feb 2024 – May 2024

- Scheduled and coordinated interviews
- Updated HR database regularly
- Supported onboarding processes

### Education

BBA (HR), Delhi Institute of Management, 2023