

arpit kumar

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Summary

Highly motivated and detail-oriented Human Resources graduate seeking an entry-level position in the HR department to utilize my skills in recruitment, employee relations, and HR operations to contribute to organizational success.

Education

Amity University, Noida

2023-2025

MBA in Human Resource Services and Management

Dr. Ram Manohar Lohia Awadh University, Ayodhya

2019-2022

B.Sc. in Chemistry and Zoology

Feroze Gandhi Polytechnic, Raebareli

2019-2016

Diploma in Instrumentation and Control

Skills

Recruitment and Selection Employee Onboarding Payroll Basic Knowledge HRIS (Human Resources Inform

Projects

Completed 6 month dissertation on topic Cloning and Heterologous Expression of nmr-A in E. coli, from Regional Centre for Biotechnology, Faridabad (January 2023-June 2023).

Biophysical characterization of Hydrogen Peroxide modified albumin

Experience

Vatsalya Digital Solution

Process Associate

September, 2023-March, 2024

Managing data entry, validation, and analysis per client needs.

Addressing inquiries via calls, emails, or chat, resolving issues, or escalating as needed.

Processing financial transactions and orders accurately.

Ensuring document compliance with client guidelines.

Ensure adherence to quality standards and compliance requirements.

SLMG Beverages (Coca-Cola)

Internship HR Operation

May, 2024-August, 2024

Assisted with recruitment by posting job ads, screening resumes, and coordinating interviews.

Supported onboarding by preparing orientation materials and maintaining employee records.

Helped maintain HR databases for data integrity and compliance.

Assisted with payroll and benefits by verifying timekeeping data and addressing inquiries.

Organized employee engagement activities to boost workplace morale.

Contributed to updating HR policies and ensuring compliance with labor laws.