

Arpit Kumar

arpitkumar.soni1998@gmail.com | +91-9335488026

Summary

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

Education

MBA in Human Resource Services and Management: Amity University, Noida (20232025).

B.Sc. in Chemistry and Zoology: Dr. Ram Manohar Lohia Awadh University, Ayodhya (20192022).

Diploma in Instrumentation and Control: Feroze Gandhi Polytechnic, Raebareli (20162019).

Skills

HR Core: Recruitment, Selection, and Employee Onboarding. Operations: Payroll Basic Knowledge and HRIS (Human Resources Information Systems)

Projects

The "Projects" section in this file (Cloning and Heterologous Expression) appears to be a mistake, as it matches the Biotechnology projects from the previous resume (Aditis) and does not align with Arpit's HR and Science background. You may want to double-check this on the original document.

Experience

Vatsalya Digital Solution | Process Associate

September 2023 - March 2024

Managed data entry, validation, and analysis.

Resolved client inquiries via calls, emails, or chat.

Processed financial transactions and ensured document compliance.

SLMG Beverages (Coca-Cola) | HR Operation Intern

May 2024 - August 2024

Assisted in recruitment (job ads, screening, and interview coordination).

Supported onboarding and maintained employee records.

Maintained HR databases and assisted with payroll verification.

Organized employee engagement activities and helped update HR policies.

Certificates

AWS certified

Contributed to updating HR policies and ensuring

compliance with labor laws.