**Ajeet Kumar**

Contact No : 7895874184

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**Career Objective:-**

* To enhance and maximize my skills for the growth of organization & self.
* To gain knowledge and practical experience and to work in a challenging professional environment.

**Career Vision:-**

* My Motto is to touch the sky by my efforts to support Organizational progress and its success.

**Educational Qualification:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr.No. | Course | University/Board | Passing Year | Division |
| 1. | MBA(HR) | UPTU Lucknow | 2014 | First |
| 2. | BCA | CCS University, Meerut | 2012 | First |
| 3. | Intermediate | UP Board, Allahabad | 2009 | Second |
| 4. | High School | UP Board, Allahabad | 2007 | Second |

**Experience:-**

* Worked with Pioneer Fabricators (P) Ltd. Meerut as a HR Executive(Time Office) Since 1st Oct, 2015 to 31st Oct, 2018.
* Worked with HLE Engineers Pvt Ltd., Silvassa, Dadar & Nagar Havali, as a Trainee HR- Admin since 15-July-2014 to 15th sep, 2015.

Responsible for following activities Human Resource and Administration

|  |  |
| --- | --- |
| Human Resource   * Recruitment * Joining Formalities * Training & Development | Administration   * Transportation * Printing & Stationary Management * Office management * Canteen Management |

**Summer training & Projects**

* 45 days summer training at Wardha Power Co. Ltd, Warora in Human Resource Department and gain practical knowledge about all HR functions (Recruitment, PMS, IR, Employee Dossier) of Human Resource Department.
* 45 days worked as an employee of the company.
* Project made on employee Dossier & prepared guide line for the filing system.
* Taken lead in profile searching & calling candidates for interview, coordinate hospitality to interview candidates.

**Computer Knowledge:-**

* Operating System :- Windows XP, Windows 7, Windows 8.
* Basic Knowledge of Microsoft Word & Excel.

**Strength:-**

Smart working, Result Oriented, Team Spirit, Energetic, follower

**Personal Details:-**

Father’s Name : Mr. Atar Singh

D.O.B : 05-01-1991

Sex : Male

Nationality : Indian

Languages Known : English, Hindi

Postal Address :Mohalla - Afganan (Ghosa Chungi) Kairana, District-Shamli, UP

**Declaration:-**

I hereby declare that all the above information is correct to the best of my knowledge.

AJEET KUMAR