Rajnish Gautam
Email ID- \*\*\*\*@gmail.com
Contact No. -+91\*\*\*\*\*\*

Career Objective-

Seeking a position where i can communicate the people and judge the people and that should help the organization to achieve their goal.

Profile Summary-

- A customer oriented, multitasking fresher with MBA degree in HR.
- Expert in understanding the business requirement.
- Excellent in identify the need of organization.
- Excellent in understanding and analyzing the human behavior.
- Proficient in coordinating with the people.

Personality Traits-

- Strong motivational and leadership skills.
- Exceptional presentation and interpersonal skills.
- Unmatchable communication skills in written and verbal both.
- Ability to work in team as well as individual.

Academia-

- MBA in HR from FGH University with 84%.
- BBA from RTY University with 80.6%
- Intermediate from YUT College with 82%.
- SSC from IOU College with 87%

Project-

Name- Recruitment and Placement
Description- In this project i have to understand the recruitment process and how the job is delegating the able person.

Computer Knowledge-

- Proficient in basic use of MS office
- Operating system Windows 98, Windows XP

Achievements-

- Present seminar on topic 'Human Behaviour' in TAj hotel.
- Attended seminars by SEBI, FICCI
- Receive many awards in college level.

Extra Curricular Activities-

- Working as part time Business development associate
- Actively participate in INDIA AGAINST CORRUPTION campaign.

Personal Details-

- Languages Known- Hindi, English
- Address- KBDSJBJDK

2. Resume for MBA HR freshers - Posted by Shobhna Bhati

Shreya XXXXX
Contact No. - +91-XXXXXXX
E mail Id: XXXXXXXX@ymail.com

Career Objective:

Looking for a position in the HR department of the reputed organization to start my career for the new learning and add some value for the profitability of the organization.

Core competencies:

-Sound knowledge of HR workings.
-Good command over HR concepts.
-Familiar with working of Ms Excel.
-Problem solving skills.
-Can work under pressure.
-Target oriented.
-Quick learner.

Qualification:

-Post graduate diploma in Human resource from XXXXX business school in year XXXX with XX %.
-Science graduate from XXXX College in year XXXX with XX %.
-Higher secondary passed from XXXX School in year XXXX with XX %.
-High school passed from XXXX School in year XXXX with XX %.

Certifications:

-Done SAP course from XXXXX Institute in year XXXXX with X Grade with practical exposure.
-Diploma in compute application from XXXXXX Institute with X Grade.

Summer Training:

-Two months training on “Recruitment and Training” From XXXXX company.
-45 days training on “Training and development” from XXXX Company.

Achievements:

-Amongst the top rank holder throughout the academics.
-Winner of singing competition at college level.

Hobbies:

-Singing and listening Music.
-Cooking.

Personal Details:

Date of birth: XX-XX-XXXX
Languages known: English, Hindi, and XXXX
Address: XXXXXXXXXX

3. Resume for MBA HR freshers - Posted by Sonali Taste

NBS
91 8084\*\*\*\*\*
eun\_82@ymail.com

CAREER OBJECTIVE

Human Resources Management fresher seeking opportunities in the Company which provides growth & success to both Organization and individual.

CORE COMPETENCIES:

-Effective communication skills
-Efficient Management skills.
-Assertive Approach.
-Good convincing power.
-Good inter-personal skills.
-Sound knowledge of HR practices.
-Profound knowledge of Labour laws.

Educational Qualifications:

-Master of Business Administration with HR specialization from with ‘A’ grade.
-Bachelor of Science from MSO University with First class.
-HSC (Science) from NDK Board with Distinction.
-SSC from MDI Board with First class.
-Diploma in Labour Laws from NDJ University with First class.

Project:
Title: Effective implementation of recruitment sources.
Company: BUI Inc. Corp., NS.

COMPUTER SKILLS

-MS Office Suite.
-Internet

AWARDS & ACHIEVEMENTS:

-Won 1st prize in the Paper Presentation competition on the topic 'Best PMS' at IUD College.
-Won 1st prize in the Business Idea competition at University Fest.
-Member of the organization committee of the Youth Festival.
-Won consolation prize for the Best Manager in the Mega management Event.
-Participation in the Cricket & Basketball inter-college competitions.
-Participation in various Sports & cultural activities at school & college level.

PERSONAL DETAILS:

Birthdate:08.11.19\*\*
Languages Known: English, Hindi & Sindhi.
Address:38,Anand Nagar, NDU.