

# RESUME

**AAKASH DUBEY**

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## OBJECTIVE

Seeking position in HR Department of a reputable organizations where I can expand my knowledge, learning & skills & contribute to the growth of organization.

## PROFILE SUMMARY

- Strong fundamental knowledge of concepts of Human Resource Management.
- Understanding of Recruitment, Selection, Interviewing & Onboarding process.
- A team player with excellent communication skill.
- Understanding of payroll Management.
- Understanding of HR Audit.
- Knowledge about Labour laws.
- Strong Planning, organizing and monitoring abilities.
- Self reliant, Loyal, effective in time management.
- Willing to contribute ideas and learn new things.

## EDUCATIONAL QUALIFICATION

- Master of Business Administration (MBA)(HR) in 2023: From P.P Savani University, Surat.
- Bachelor of Business Administration (BBA)(HR) in 2019: From Asia Pacific Institute of Management Ahmedabad, Gujarat University.
- Completed 12<sup>th</sup> Commerce (HSC) in 2016: From Kendriya Vidyalaya ONGC, Ankleshwar.
- Completed 10<sup>th</sup> (SSC) in 2014: From Kendriya Vidyalaya ONGC, Ankleshwar.

## EXPERIENCE & PROJECT

- Currently working as a Human Resource & Admin Executive at Paramount Looms Pvt Ltd. (From Sept 2023 to Till Date)
- Work as an Executive-Talent Acquisition Executive at **Indiamart interMESH Ltd.** (From April 2023 to Sept 2023)
- Internship at Gerresheimer Neutral Glass Pvt Ltd. (7 Week, 2022)
- Internship at Schmittgen, Kosamba. (1 Week, 2022)
- Project at Navneet Education Ltd. Ahmedabad. (7 Week, 2019)
- Telcaller in Transcend International, Ahmedabad. (3 Month, 2018)

## **INTERESTS AND SKILLS**

- **INTERESTS**
- I want to keep in learning stage.
- I Spend a lot of time to acquire knowledge.
- Also interest in sports, traveling, Gardening.
- **SKILLS**
- Work very well independently or with a team.
- Ready to work with dedications.
- **TECHNICALSKILLS**
- Programming language: Msoffice,Msword,Excel,PowerPoint.

## **CERTIFICATES**

- 5<sup>th</sup>National HR Conclave,Surat.
- The Fundamental of HR.
- 4<sup>th</sup>Digital Marketing Day,Surat.
- Introduction to Project Management,Simplilearn.
- Digital Transformation,Simplilearn.
- Adani Institue of Technology Management.
- Digital Marketing Fundamentals,TheDigitalSchool.

## **PERSONAL DETAILS**

- **ADDRESS** : B2-200 Garden city,Ankleshwar.
- **PHONE** : 9512218275
- **LANGUAGE** : English,Hindi and Gujarati.

## **DECLARATION**

“All the details mentioned above are true and correct to the best of my knowledge and beliefs”.

Date:-

Signature:-