

Abhimanyu

Father's Name – Khem Raj

Address – MCF 3012 Gali no 18
Sanjay Colony Sec 23 Faridabad, Haryana
Phone – 9999050374
Email – abhimanyuladreacha@gmail.com

RESUME

Objective

An Energetic individual looking to showcase excellent presentation skills and transform theoretical knowledge in practical applications.

Education

Completed Secondary and Senior Secondary School from Modern BP Public School Sec 23 Faridabad, Haryana. [Affiliated to CBSE Board.]

Graduation from Pt. JLN College Sec 16A Faridabad, Haryana. [Affiliated to MDU Rohtak.]

Post-Graduation in MBA HR from NGF College of Engineering and Technology. Palwal, Haryana. [Affiliated to JC Bose University of Science and Technology YMCA Faridabad.]

Skills

Qualified Computer Awareness Level -1 exam during Graduation {2014-2015}.

Completed Software Technology 2 semester Diploma {2016-2017}.

Internship Training

JBM INDUSTRIES LIMITED

Completed Summer Internship training from 03.06.2019 to 01.08.2019 under Human Resource Department.

Work Experience

KANIN INDIA LIMITED (kangaro Group).

Plot no 79, Sector – 25, Faridabad, Haryana.

About Kangaro

Established in 1958, **Kangaro** is an iconic stationery brand. A leading manufacturing and exporting company. Offers a wide array of products from Staplers, Staples, and Staple Removers to Paper Punches, Binder Punches, Gun Tackers, and many more. With unmatched quality and state-of-the-art products, Kangaro has made its mark in more than 100 countries.

Designation

HR and Administration Assistant

From 08/03/2021 to 31/03/2022

Roles and Responsibilities

- Provide administrative support for HR executives.
- Organize, compile, and Update company personnel records and documentation.

- Manage and update HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off.
- Help in payroll management, preparation and payment.
- Prepare, manage and store paperwork for HR policies and procedures.
- Answer employees' questions and provide requested information.
- Maintain schedule and coordinate calendar activities.
- Assist recruiters in posting job ads on careers pages and processing received resumes.
- Create Manpower Report for senior management.

Work Experience**IndusInd Bank LTD**

From 28 Dec. 2022 To 06 Aug. 2023.

Designation

Associate Service Deliver Manager (Teller).
General Banking Operations Cash.

Work Experience**Kotak Mahindra bank LTD**

From 10 Aug. 2023 To 02 Jan. 2024.

Designation

Associate
Tractors and Farm Equipments (TFE)-Marketing.

Personal Details

Name	–	Abhimanyu
Father's Name	–	Khem Raj
Date of Birth	–	04 June 1995
Gender	–	Male
Marital Status	–	Married
Nationality	–	Indian
Language Known	–	English, Hindi
Address	–	Sanjay Colony Sec 23
District	–	Faridabad
State	–	Haryana
Contact Number	–	9999050374
Email id	–	abhimanyuladreja@gmail.com

Declaration

I hereby declare that the above mentioned information is correct up to my knowledge And I bear responsibility for the correctness of the above mentioned particulars.

ABHIMANYU