

SAHIL

Bharan, Rohtak, 124111

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ASPIRING HUMAN RESOURCE MANAGEMENT PROFESSIONAL

Seeking a challenging and rewarding opportunity with a reputed organization where my true potential is recognized and utilized while nurturing my analytical skills in the field of Human Resource Management

SUMMARY OF SKILLS

- Sincere, hardworking and dedicated individual MBA (Human Resource Management and Finance) from M.D.U, Rohtak; determined to carve a niche in the industry.
 - Possess knowledge of HR Functions like Selection & Recruitment, Employee Relations, Personnel Management, Compensation Management, Training & Development, Performance Management System & Appraisal, Industrial Relations and Organization Development.
 - Knowledge of HR management and proficient in Administration, Office Management, Documentation, Time keeping and Reporting.
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EDUCATIONAL CREDENTIALS

MBA (Human Resource Management and Finance) 2018

M.D.U, Rohtak (With 64% marks)

BBA 2016

M.D.U Rohtak (With 53% marks)

12th 2012

H.B.S.E. (With 77.6% marks)

10th 2010

H.B.S.E. (with 76.2% marks)

Certifications

Diploma in Computer Application & Programming from O-Tech Computer Education, Mehram

Computer Proficiency

MS Office, Excel and Internet Applications

Experience

Currently working as an Administrator/Office Superintendent at Baba Haridass College of Pharmacy & Technology since Sept. 2018

Strengths:

- Ability to grasp new ideas and implement them.
 - Easily work in a team and as well as independently.
 - Quick learner
 - Punctual
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Extra Curricular Accolades:

- Actively participated in social debates, Dance and sports Activities

Date of Birth: 20th Aug. 1995

Language Proficiency: English and Hindi