

AMAN RAJ

MASTER OF BUSINESS ADMINISTRATION

 amanraj.ar8@gmail.com

 9517688430

 LUCKNOW

 aman-raj-a93955205

WORK EXPERIENCE

SANJAY GANDHI HOSPITAL AMETHI

HUMAN RESOURCE INTERN

05/10/2024 - 06/12/2024

Assisted in recruitment, payroll, employee engagement, training, HR policy updates, compliance, performance management, and HR analytics in a hospital.

TEN (The Intrepreneurship Network)

HUMAN RESOURCE INTERN

12/02/205 - Present

- Utilized hiring needs analysis to inform recruitment strategies
- Managed recruitment platforms to streamline candidate sourcing
- Conducted thorough application reviews to identify top talent
- Coordinated interviews to ensure efficient and effective candidate evaluation
- Developed comprehensive onboarding plans to facilitate new hire integration
- Provided HR support and system administration to ensure seamless operations

EDUCATION

Dr. A P J Abdul Kalam Technical University Lucknow

Master of business administration

01/10/2023 - 05/05/2025

(Human Resource & Marketing)

Bachelor of pharmacy - 7.4

05/09/2017 - 23/08/2021

PROJECTS

Marketing Strategies of Cipla

01/01/2024 - 30/01/2024

Developed and analyzed a marketing strategy for Cipla, focusing on market research, competitive analysis, brand positioning, and customer engagement to enhance business growth

SKILLS

SOFT SKILLS-

- Communication and interpersonal skills
- Recruitment and Selection
- Training and Development
- Problem solving and decision making
- Time management and multitasking

TECHNICAL SKILLS-

- MS Powerpoint
- MS Excel
- Power BI

CERTIFICATE

Power point

Created PowerPoint presentations on HR topics, including recruitment, compliance, payroll, training, and performance management.

Canva

Designed professional presentations, reports, and marketing materials using Canva, enhancing visual communication, branding, training, and corporate HR initiatives.

LANGUAGE

ENGLISH PROFICIENT

- Proficient in english language, with ability to communicate effectively in both written and spoken forms.

HINDI PROFICIENT

- Proficient in Hindi language, with ability to communicate effectively in both written and spoken forms.