


# AMAN RAJ

MASTER OF BUSINESS ADMINISTRATION

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 9517688430

 LUCKNOW

 aman-raj-a93955205

## WORK EXPERIENCE

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### 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

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### 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

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### 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

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### 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

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### 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

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### **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.