

CURRICULAM VITAE

AMIT DIXIT

Contact No:-09889435486

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CAREER OBJECTIVE

To be a part of an organization where I can fully utilize my skills and make a significant contribution to the success of the employer and at the same time I get an opportunity for my personal development.

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PERSONAL INFORMATION

- ❖ **SPECIALIZATION:** Good Communication Skills, Strong Convincing Power.
- ❖ **STRENGTHS:** Self Confidence, Habit to Explore and Learn, Amiable Nature.

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PROFESSIONAL EXPERIENCE

(15 December 2016 – 20 January 2018)

I worked as **HR Executive in APTRON Solutions Private Limited, Noida** where my duties and responsibilities was to create and submit MIS reports to senior management, assist in the recruitment and interview processes, update and keep employee records in check, coordinate and delegate the task to the appropriate person of the team.

(12 February 2018 – 19 August 2019)

I worked as **HR Assistant in Technokrits development, New Delhi** where my Duties & Responsibilities was to provide assistance in Recruitment, Onboarding, Document verification, preparing daily and monthly MIS reports.

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PROFESSIONAL QUALIFICATION

- ❖ **MBA with 68.35%** from **Accurate Institute of Management & technology, Greater Noida.**
- ❖ **Batch 2012-2014**
Area of Specialization:- Human Resource Management & Marketing Management.

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EDUCATIONAL QUALIFICATION

- ❖ **Graduation(BBA)** in 2008-2011 from **Kanpur University with 61%**
- ❖ **10+2** in 2007 from **U.P. Board with 67.6%**
- ❖ **10th** in 2004 from **U.P. Board with 48.16%**

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- ❖ **TECHNICAL QUALIFICATION** CCC Certificate from **NIELIT (National Institute of Electronics & Information Technology)**

SUMMER TRAINING INTERNSHIP

Company:- Bharat Sanchar Nigam Limited
Designation:- Management Trainee
Tenure:- 6 weeks

CERTIFICATION

Certificate in **Fundamentals of Digital Marketing** from **Google** in 2018.

OTHERS QUALIFICATION

- ❖ Basic Knowledge of Internet.
 - ❖ Basic knowledge of Microsoft PowerPoint & Microsoft Excel.
 - ❖ Basic knowledge of Hardware & Software.
 - ❖ Knowledge of Advance Excel.
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HOBBIES:- Net surfing ,Travelling & Listening Music.

PERSONAL INFORMATION

MOTHER'S NAME	Late Asha Dixit
FATHER'S NAME	Mr. Ram Niwas Dixit
DATE OF BIRTH	04/04/1990
GENDER	Male
LANGUAGE	Hindi & English
PERMANENT ADDRESS	Subhash Nagar Colony,Shahjahanpur-242001(U.P)
CURRENT ADDRESS	Subhash Nagar Colony,Shahjahanpur-242001(U.P)

DECLARATION

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge.

Date:- 20/07/2021
Place:-Shahjahanpur

(AMIT DIXIT)