

Pradeep Bhardwaj

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D.O.B- 07 July, 1996

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CAREER OBJECTIVE

Looking to obtain an entry level position in HR with an organization, where I can utilize my knowledge of Human Resource Management and contribute towards organizational goals through my communication, negotiation, problem solving skills, hard work and creativity.

CAREER SUMMARY

- A competent result driven professional with Post Graduate Degree in Human Resource and Marketing Management.
- Well versed knowledge of Human Resource Management that covers its functions & operations like Recruitment and selection, T&D, Induction, Orientation, Joining Formalities, Hiring and Exit Interviews HR compliances, Labor laws and Industrial relations etc.
- Worked as a '**Student Placement Coordinator**' in 'Eshan College of Management', Farah, Mathura during the Session 2018-19 and coordinated in organizing various placement drives, conferences, seminars and worked over various job portals as well.
- A Self-motivated team player with excellent communication, analytical, controlling and leading capability.

EDUCATION

Academic and Professional Qualification

Course	Year of Passing	Institute /school	University/Board
Master of Business Administration	2019	Eshan College of Management, Mathura	Dr. A.P.J. Abdul Kalam Technical University, Lucknow
Bachelor of Business Administration	2016	Institute of Business Management	GLA University, Mathura, UP
12th	2013	John Milton Public School, Agra	CBSE
10th	2011	Dayanand Bal Mandir Sr. Sec. School, Agra	CBSE

CERTIFICATION

Qualified **Course on Computer Concepts** (CCC) conducted by Government of India: National Institute of Electronics & Information Technology

INTERNSHIP

Duration (From – till)	Organization	Title	Key achievements/ Learning
June- August (2018)	Romsons Scientific & Surgical Industries Private Limited, Agra	H.R Trainee/Intern	Recruitment and selection, T&D, Joining Formalities, Pools, HR Compliances, Hiring & Exit Interviews.

SKILLS AND STRENGTHS

- Good Presentation Skills
- Good Communication Skills
- Interpersonal Skills
- Flexible and adapt quickly to new work environment
- Negotiation skills
- Active listener & Team Player
- Self-motivated and Hardworking individual

TECHNICAL SKILLS

- Proficient in basic use of MS office- Word, Excel & Power Point.
- Operating system Windows 7 and Windows 10.

SEMINARS AND CONFERENCES ATTENDED

- Actively participated in seminars organized in GLA University, Mathura and attended two days National Conference on (Arresting Slowdown in Economy Strategies for Turnaround) held in G.L.A campus on 22nd to 23rd February 2014.
- Attended various Guest Lectures & workshops organized in GLA University, Mathura by the Faculties of IIM's- ITM's and Trainers of the well-reputed companies about Personality development and Career planning.

EXTRA -CURRICULAR ACTIVITIS AND KEY ACHIEVEMENTS

- Presented seminars on various topics like GST, Agra Metro, Impact of GST on Petrol Diesel Prices, Cyber Crime - these seminars covered and helped in understanding its features, various causes/reasons, effects and all impacts on our nation.
- Actively participated in Debate competition held during MBA in Eshan College of Management, Farah Mathura and secured 1st position in it.
- Participated in a District Quiz Competition held on 16th March, 2018 in Raja Balwant Singh Management Technical Campus, Khandari farm, Agra and secured 2nd position in it.
- Play Badminton, Writes Poetries and love to Travel.

PERSONAL PROFILE

Father's Name- Shyam Sunder Sharma.

Language known- English & Hindi

Permanent address- 63b/643a/7/1, New Janta colony, Agra Cantt, Agra (U.P) India, Pin-282001

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

Place- GURGAON

PRADEEP BHARDWAJ