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| Abhay Agarwal |

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| 8279749293 | abhaya601@gmail.com | 10/268F KATRA WAZIR KHAN, AGRA INDIA |

**Professional Summary**

Through my early career in human resources, I have focused on ensuring employee satisfaction through the proactive development of relationships. Attentive to details, processes, and, most importantly, to people. Motivated to bring my project and internship experience to a growing company like the Moon Beverages Limited, where compassion for others and knowledge of efficient HR services will be key to winning the day.

Reliable candidate ready to take on challenges in a position using problem-solving and task prioritization skills to help team succeed.

**Skills**

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| * Multitasking | * Microsoft Word | * Microsoft EXCEL |
| * Interpersonal Communication | * Hard Worker | * Self-Motivated |
| * Group leadership |  |  |

**Education**

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| M.B.A - Dayalbagh Educational Institute, Agra, India | 2022 |

Pursuing

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| B.VOC Dairy Technology - Dayalbagh Educational Institute, Agra, India | 2020 |

79%

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| XII - Sumit Rahul Senior Sec School, Agra, India | 2017 |

63%

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| X - Sumit Rahul Senior Sec School, Agra, India | 2015 |

60%

**Experience**

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| Assistant Manager Human Resource Moon Beverages Limited, Greater Noida | September 2021 - November 2021 |

My work is to record the new staff information, daily employee in-and-out timing, how many leaves are left for each employee, and other things that my supervisor gives me.

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| Assistant Manager Human Resource Prabhu Enterprises, Delhi | June 2021 - August 2021 |

My job is to hire and fire workers based on their performance, while also completing the tasks assigned to me by my supervisors on time.

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| Supervisor  Paayas Dairy, Jaipur | May 2019 - June 2019 |

Working in the storage area on a regular basis to check the inventory and learning how to interact professionally with staff and other department personnel.

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| Supervisor  Sudha Dairy, Ranchi | May 2018 - June 2018 |

Milk testing on a regular basis, as well as the production of dairy products, are all responsibilities of the supervisory assistant (Paneer, Lassi, Shrikhand).

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| Human Resource Team Leader  DEI, Amritsar | 2018 |

Work and setup a new Dairy Plant, resulting proficient in using pasteurizer, evaporator, and other equipment.

**Achievements**

* Getting a certificate of Certification Prep: Professional in Human Resources (PHR) from LinkedIn on Nov, 2021.
* Getting a certificate of Human Resources Foundations from LinkedIn on Nov, 2021.
* Getting a certificate of Google Digital Garage DevFest India from Google on Oct, 2021.
* Getting a certificate of Google Cloud Storage from LinkedIn on Oct, 2021.
* Getting a certificate of Social Media Marketing Foundation from LinkedIn on Oct, 2021.
* Getting a certificate of Effective Business Communication from upGrad on Sep 2021.
* Getting a certificate of The Fundamental of Digital Marketing from Google on Jun, 2021.
* Getting a certificate of Social Media Marketing from NXT Gen Vidya LLP on Feb, 2021.
* Getting a certificate of Learning Microsoft Excel from Udemy on Jul, 2020.

**Workshop**

* Project Management Seminar in 2018.
* Attended Workshops on social awareness in 2018.
* Attended Workshops on dairy technology in 2019.
* Attended workshop on safety equipment at Moon Beverages Limited.

**Volunteer**

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| * Volunteer in Vidhyarthi Sahyog. * Volunteer in Sanskar Netra Jyoti Seva. * Volunteered and participated NSS camp. |

**Languages**

* Hindi
* English