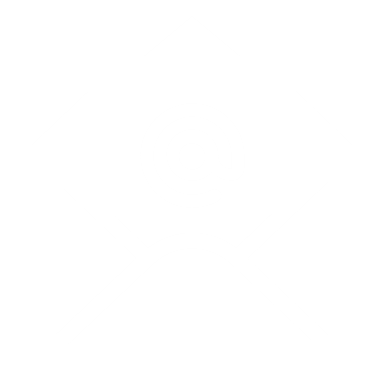
+918651693659



 rjaryan037@gmail.com

Patna (Bihar)



 +918651693659

RANJAN RAJEEV

**KEY SKILLS**

**Computer Proficiency  
Good communication and influencing skills.  
Good Management quality.  
Action Oriented.  
Self-disciplined.  
Ability to deal people diplomatically.  
Willingness to learn.  
Comprehensive problem-solving ability.**

**TECHNICAL SKILLS**

**MS Excel (Coursera):** Basic formulas, sort & filter, tables, conditional formatting, data validation, pivot charts and tables.

**DCA (Diploma in computer application)**

**Office Management at Shyama Associate**

*April 2018 - Feb2020*The office management experience strengthened my ability to handle administrative responsibilities, essential for HR roles involving employee data management, office coordination, and process optimization. These skills provide a solid foundation for excelling in organizational management within the HR domain.

**PROFESSIONAL EXPERIENCE**

**HR Intern, Coal India Ltd.**

*10/05/2024 to 10/07/2024*

* Gained hands-on experience in recruitment processes, including screening and shortlisting candidates.
* Assisted in employee onboarding and training programs, ensuring smooth integration of new hires.
* Worked on maintaining and updating HR databases with confidential employee information.

**Academic Counsellor at Shyama Associate**

*Feb 2020 – July 2022*

This role sharpened key skills such as counselling, relationship management, and data handling, which align with HR functions like employee development, conflict resolution, and talent management. My experience in guiding individuals toward their goals directly translates to helping employees grow within an organization, making me well-prepared for an MBA in HR.

**SUMMARY**

**I wanted to join an organization where I can utilize my skills and knowledge to grow myself as well as the organization with my dedication and hard work.**

**EDUCATION**

**MBA (Human Resource) Sept'22 – Pursuing**

**Manipal University Jaipur**

**Semester 1 – 8 SGPA**

**Semester 2 – 8.17 SGPA**

**Semester 3 – 7.5 SGPA**

**B.A Jul '16 - Feb '20  
IGNOU**Passed with 2nd Division.

**12th Apr '07 - Mar '08  
NIOS**  
Passed with 2nd Division

**10th Apr '05 - Mar '06  
NIOS**Passed with 2nd Division.

**LANGUAGE PROFICIENCY**

**Hindi  
English  
Bhojpuri**