Hemendra Kumar

23 | Male | IMNU | Major-HRM



	A	CADEMIC ACHIEVEMENTS		
MBA (HRM)	2023-2025	Institute of Management, Nirma University		
B.B.A	2019-2022	Kolhan University, Jharkhand	8	32.20 %
XII ISC	2017-2018	A.A.E.H.S, Jamshedpur	5	53.83 %
X CBSE	2015-2016	Chinmaya vidyalaya	6	58.40 %
Received 1st pla	ce (sem-5) for presentatio	n at the 2022 HR Function workshop.	-	
First-place hono		n at the 2020 Prayas workshop .		
FIELDWORKS & LIVE PROJECTS				
Milacron India Pvt. Ltd. Aug 2023 – Sep				Sep 2023
HR Intern	 Sourced and scre 	• Sourced and screened around 45 resumes for Sales and Service engineers		
	• Communication	• Communication with candidate for screening and interview scheduling		
	 Maintained Docu 	Maintained Document and records		
INTERNSHIP				
SHARC Enterprises			Nov 2021 -	- Jan 2022
HR Intern	Document verific	cation of candidates		
	 Assisted with the 	Assisted with the day-to-day operations of HR functions		
WORK EXPERIENCE				
SHARC Enterprises			Sept 2022 –	May2023
Assistant HR Manager		Assisted in the Recruitment process		
	•	Initial screening and document verification of candidates		
141anager	Scheduled and co	Scheduled and coordinated interviews with internal department heads		
POSITIONS OF RESPONSIBILITY				
Imprintz-The HR Club of IMNU		tor at Imprintz- The HR Club of IMNU (2023-25) organizing various event in HR Domain.		
	EXTRA	-CURRICULAR ACHIEVEMENTS		
 Participated in 240 hours of regular NSS activities. Provided information about cleaned habits and conducted Free eye test for community adopted by our NSS team. Monitored the population of more than 800 villagers while conducting the free eye examination. 				