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| **Ambikesh Awasthi** | Singrauli, Madhya Pradesh, India |
|  | Mobile No.: 8770699929 |

Email: ambikeshawasthi@outlook.in

**Work Experience**

January 2024 to Present

Bargawan, M.P.

April 2023 to December 2024 Bargawan, M.P.

March 2022 **to** March

2023

Bargawan, M.P.

February 2020 **to** February 2022

Singrauli, M.P.

January 2019 **to** January

2020

Waidhan, M.P.

**Assistant**

**Hindalco Industries Limited (Mahan Aluminum)**

(Under Contractor M/S Ranglal Vishwakarma)

* HR department under the Recruitment section as an assistant

**Internship (HR)**

**Hindalco Industries Limited (Mahan Aluminum)**

* In the recruitment section, I acquired a comprehensive understanding of the onboarding process along with various procedures encompassed within the HR domain.
* This learning experience has equipped me with the knowledge and skills necessary for effective recruitment management and the successful onboarding of new team members.

**Apprentices (HR)**

**Hindalco Industries Limited (Mahan Aluminum)**

* Worked in the HR department/HR-Establishment for the organization.
* Assisted in the establishment and management of HR processes and policies.
* Coordinated with the team to ensure the smooth functioning of the HR department.
* Handled HR-related documentation and record-keeping.

**Computer Operator**

# **AISECT Skill Development**

• Worked as a computer operator for the organization.

Managed official work, including documentation and data management.

Ensured smooth functioning of the office operations.

Coordinated with the team to complete assigned tasks.

**Offce Manager**

# **Organization: NGO: 100 'O' Foundation**

• Worked as an office manager for an NGO.

Managed the day-to-day office operations.

Coordinated with the team to ensure the smooth functioning of the organization,

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SN** | **Education** | **Institution** | **Year** | **Grade** |
|  | **MBA** | Awadhesh Pratap Singh University, Rewa | Pursuing |  |
|  | **Bachelor of Computer Applications (B.C.A)** | Rabindranath Tagore University, Bhopal | 2022 | 1st Class Pass |
|  | **Diploma in Data Entry Operator** | National Board of Computer Education - NBCE | 2017 | 1st Class Pass |
|  | **ITI** | Shri Ram Janki Private ITC – Azamgarh | 2019 | 1st Class Pass |
|  | **12th** | Saraswati H. S. School Waidhan | 2016 | 1st Class Pass |
|  | **10th** | Saraswati H. S. School Waidhan | 2014 | Pass |

Skills

* Word
* Excel
* Canva
* Microsoft Office (New)
* PowerPoint
* Communication

Personal Information:

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| --- | --- |
| **Date of Birth** | 22.10.1997 |
| **Sex** | Male |
| **Nationality** | Indian |
| **Marital Status** | Unmarried |
| **Fathers Name** | Shri Ram Murti Awasthi |
| **Permanent Address** | 166, Near Shiv Dham Mandir Road Waidhan Distt. Singrauli (M.P.) |
| **Languages Known** | Hindi, English (Normal) |
| **Current Job Location** | Hindalco Industries Limited (Mahan Aluminium) |

I hereby solemnly affirm that all the information furnished above is true to the best of knowledge and belief.

Assuring you of my best services at all time.

Yours faithfully

**Date:** (**Ambikesh Awasthi)**