

Resumes Samples

Human Resources Resume

YOUR FULL NAME

Contact Details

Your mailing address

Your phone numbers

Your email address

Objective

Examples:

Seeking a position as a human resources professional in a corporate environment

To obtain a position in the human resources field that fully utilizes my diverse HR skills and experience

To secure the position of human resources generalist in a well established company

Profile Statement

Examples :

A self motivated human resources professional with employee relations skills and a broad knowledge of human resources practices. Excellent track record in designing and implementing plans for staff recruitment and development, cultural diversity and conflict management.

A committed professional with a strong record of achievement in a wide range of HR areas including benefits and compensation, policies and procedures, recruitment and development, performance management, employee relations, outplacement, legal compliance and dispute resolution. Excellent strategic planning skills utilized in the successful introduction of an innovative corporate human resources policy. A highly motivated HR expert dedicated to maximizing productivity for the company.

Summer Internship Program

Management Trainee

Companies Name, Nagpur,

July 2012 - September 2012

- Develop HR systems and procedures
- Communicate and implement policies and procedures
- Oversee staff recruitment process
- Update and revise job descriptions
- Qualify, screen and interview job applicants
- Assess and evaluate candidates
- Conduct training needs analysis
- Contribute to training design and delivery
- Co-ordinate career development
- Organize coaching and employee assistance
- Develop employee handbook
- Develop and implement disciplinary and grievance procedures
- Participate in conflict resolution and mediation
- Resolve employee relations issues
- Administer performance review program
- Support succession planning
- Assist with benefits analysis and design
- Update and maintain HR databases
- Manage the termination process
- Conduct exit interviews

Education

- Raisoni Group of Institutes, Rashtrasant Tukadoji Maharaj Nagpur University
MBA in HR 2012 with Aggregate 60%
- Raisoni Group of Institutes, Rashtrasant Tukadoji Maharaj Nagpur University
BBA 2010 with Aggregate 60%
- HSC Details
- SSC Details
- Other Certifications

Technical Skills

- MS Word
- Excel
- PowerPoint
- HRIS systems
- working knowledge of state and federal labor and employment laws
- knowledge of the principles and practices of HR management

Core Competencies

- Communication skills
- Organization and planning skills
- Problem analysis and resolution
- Decision-making and judgment
- Initiative
- Confidentiality
- Team work
- Critical thinking
- Conflict resolution
- Adaptability

References

Available upon request