**CARRICULAM VATAES**

**MOHIT KOLI**

House No. 356, City – Jewar,

District – Gautam Budh Nagar,

Uttar Pradesh

Contact No. **8755519265**

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**CAREER OBJECTIVE**

I am human resources (HR) assistant is a certified professional handling the daily administrative and Human Resources duties of an organization. They assist Human Resources managers with recruitment, MIS record maintenance, and provide clerical support to all employees.

**EXEPRIENCE**

* Worked as **Data Entry Operator** in the Dispatch at **Manipal Hospital**, Dwarka from January 05, 2021 to July 30, 2022.
* MIS Preparation & Handling
* Reconciliation of Bill
* Coordination within the Department and with external departments
* Maintaining the records in the file and system.
* Maintaining the records in the file
* Presently I am working as **HR Assistant** with **Amrita Hospital, Faridabad** from August 29, 2022 to till date.

* MIS Preparation
* On- Boarding Formalities
* Maintaining Employee Files
* Handling Employee Records
* Interview Coordination
* Monitor Level of supplies and Handle Shortages
* Organize office and Assist Associates in ways that optimize procedures

**EDUCATION QUALIFICATION**

Completed 10th from U.P Board in 2018

Completed 12th from U.P Board in 2020

Completed B.Sc in Non medical From Dr. Bhim Rao Ambedkar University 2023

**PERSONL STRENGTH**

Marital Status : Unmarried

Language Proficiency : English || Hindi

Nationality : Indian

Date of Birth : 08-06-2003

Date\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_