

Organize, maintain and update employee HRIS information as needed.

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**REFERENCES**

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**EVERRED LTD.**

GRAPHICS DESIGNER & DEVLOPER

**AMIT JASANI**

**ABOUT ME**

**EDUCATION**

**WORK EXPERIENCE**

**CONTACTS**

**PROFESSIONAL SKILLS**

**HOBBIES**

I am a Human Resources Manager. I am interested in working for a stable company that will encourage my growth and development to be the most eﬃcient and eﬀective employee I can possibly be.

**MASTER OF ARTS**

**TEXAS A&M UNIVERSITY**

**BACHELOR OF ARTS**

**BLACK HILL STATE UNIVERSITY**

2011-2013

400 Bizzell St,College Station, Texas

2007-2011

Spearfish,South Dakota

**HR MANAGER**

**BIG BANG COMPANY**

**HR MANAGER**

**SENIOR HREXECUTIVE**

**BIG COMPANY 2**

2014-2015

2015-2016

2016- Present

Advise managers on organizational policy matters and recommend needed changes.

Maintains organization staff by establishing a recruiting, testing, and interviewing program.

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gmail@email.com

162 Glory Road, NashvilleTennessee

Staﬃng and Recruiting

Performance Management

Strategies

Interviewing expertise

Beneﬁts Administrator

Employment Law Knowledge

Employee Relations

Manager Coaching and Training

Payroll Expertise

Employee Handbook

National Human Resource