

AMIT JASANI

Graphics Designer

ABOUT ME

Date of Birth: January 1, 1999
Age: 19
Gender: Male
Birth Place: INDIA

CAREER OBJECTIVE

Dedicated professional with hands-on personnel management experience and business related academic knowledge that blends seamlessly into a position such as Human Resources Officer. Adept at addressing sensitive issues and maintaining the strictest of confidentiality. Particularly organized and efficient with a flair for prioritizing. [© CVtemplatemaster.com](https://www.cvtatemaster.com)

CONTACT

44 London Road
West Chicago, IL 60185

123.4567.8910

gmail@mail.com

PROFICIENT SKILLS

- Proficient with Oracle PeopleSoft, ADP Workforce Now, and other HRMS programs
- Strong organization and communication skills
- Experience with onboarding, training, and outprocessing
- Knowledge of benefits packages and retirement options
- Expert in Intuit Quickbooks, Kronos Workforce Timekeeper, and payroll management
- Self-motivated with outstanding time management
- Innovative and effective HR management techniques
- Understanding of labor regulations and legal codes

SKILLS

Attentive Listening and Effective Oral Communication Skills
Great at Problem Solving
Ability to Quickly Create and Apply Ideas and Solutions
Good Leadership Skills
Critical Thinker

ACADEMIC BACKGROUND

2020 - 2018 **MASTERAL DEGREE**

BS Psychology
University of Chicago

2018- 2014 **BACHELOR DEGREE**

BS Psychology
University of Chicago

EXPERIENCE


2020 **HR OJT September 2020 - Present**


MEADOW INDUSTRIES Chicago, IL
706-495-9504


2019 **Human Resources Intern 2018 -**

UNISON CHILDRENS HOSPITAL Boston, MA
789-495-9504

EXPERTISE

MS Word 

Adobe Creative Cloud 

Oracle 

INTERESTS

