

SUMEDH KANNOJIYA

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PROFESSIONAL SUMMARY

MBA (Human Resource Management) graduate with hands-on experience in Talent Acquisition, employee onboarding, attendance and payroll support through HR internship and apprenticeship in a manufacturing organization. Proficient in HR documentation, MIS reporting, recruitment coordination, and employee relations support. Seeking an entry-level HR role where I can contribute to people operations and organizational growth.

EDUCATION

MBA – Human Resource Management

MIT World Peace University | 2022 – 2024

CGPA: 7.15

Bachelor of Commerce (Computers)

Maharaja Ranjit Singh College | 2019 – 2022

Percentage: 79%

Senior Secondary (Class XII)

St. Xavier's Sec Co-Ed School | 2019

PROFESSIONAL EXPERIENCE

Hindustan Electro Graphite Ltd., Bhopal

HR Apprentice / HR Support | Current

- Managed apprentice attendance, leave records, and maintained absenteeism MIS reports using Excel
- Supported payroll inputs including deductions and attendance validation
- Handled ESIC leave documentation and employee reinstatement processes
- Processed employee resignations, no-dues clearance, and exit documentation
- Assisted HR team in maintaining employee records and compliance documentation

Technotask Business Solutions

Talent Acquisition Intern | 45 Days

- Posted job descriptions on job portals and social media platforms
- Sourced and screened candidate profiles as per role requirements
- Conducted initial telephonic interviews and shortlisting
- Coordinated interview schedules with hiring managers

Hindustan Electro Graphite Ltd., Bhopal
HR Intern | 3 Months

- Assisted in sourcing and recruitment activities
 - Prepared offer letters, appointment letters, and employee documentation
 - Supported employee onboarding and induction processes
 - Maintained employee files and HR records
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SKILLS

- Recruitment & Talent Acquisition Support
 - Interview Coordination & Candidate Screening
 - Employee Onboarding & HR Documentation
 - Attendance, Leave & Payroll Support
 - MIS Reporting (MS Excel)
 - MS Word, PowerPoint
 - Communication & Team Collaboration
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ACHIEVEMENTS & ACTIVITIES

- Former NCC Cadet (2 MP Air Squadron)
 - Commanded platoon during NCC camp
 - Represented college at university level in Kabaddi and Cricket
 - Organized college events and participated in NGO activities
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LANGUAGES

- Hindi
- English