

Aditi Sharma

HR Executive | Sonipat

Sample contact: aditi.sharma@example.com

Phone omitted - demo profile

PROFESSIONAL SUMMARY

Fictional hr executive profile illustrating 3 years of role experience. Organised, practical and comfortable collaborating across teams. This CV demonstrates a clear, readable candidate presentation for The Guru Consultancy website.

CORE SKILLS

Recruitment coordination, onboarding, HR records, Excel

SAMPLE EXPERIENCE

HR Executive | Demo Workplace A

2023 - 2026 | Sonipat

All employer names, dates and duties on this page are fictional.

- Handled interview schedules and maintained recruitment trackers.
- Prepared onboarding checklists and employee records.
- Maintained clear documentation and communicated progress to the team.

SAMPLE EDUCATION

BBA - Human Resources

Demo Learning Institute | Fictional qualification for layout testing

SAMPLE PROJECT

HR Executive workflow demonstration

Created a sample tracker or deliverable illustrating planning, quality checks and communication. No real client work or verified achievement is represented.

LANGUAGES & AVAILABILITY

Sample languages: Hindi and English

Sample availability: 30 days | Details are illustrative only