

CURRICULUM VITAE

BABITA KUMARI

ADDRESS

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CARRIER OBJECTIVE

To be at position where I can effectively utilize my knowledge, skills & talent for organization & individual development & be an asset for my organization & get myself recognized as a successful professional.

WORK EXPERIENCE

- ❖ Worked with vacancyindia.com (Ludhiana, Punjab)from July 2012 to January 2014 as HR Executive .
- ❖ Worked with Goodwill HR Solution (Jaipur , Rajasthan) from March 2014 to August 2018 as an senior HR Executive.

Job Responsibilities:

- Prepared job descriptions for various positions and developed appropriate questions for prospective candidates.
- Designed and maintained job postings on various social media sites and websites with various tools.
- Coordinated with hiring manager and participated in the interviewing panel.
- Analyzed various job applications and filtered candidates through telephonic or one on one interviews.
- Communicated results to the candidate and the organization for all selections.
- Assisted in recruitment of staff members and members on contract basis across organization.

PROFESSIONAL QUALIFICATION

MBA from Sri Sai College of Engineering & Technology Pathankot (Punjab Technical University Jalandhar) major in HR and minor in marketing.

PROJECTS

- (1) Summer Training report on absenteeism in industry
- (2) Final project report on the Quality of Work life in JCT company

ACADEMIC QUALIFICATION

| LEVEL | SCHOOL/COLLEGE | BOARD/UNIVERSITY | YEAR |
|------------------|--|---|---------|
| MBA | Sri Sai College of Eng. & Technology (Ptk) | (Punjab Technical University Jalandhar) | 2010-12 |
| PGDCA | T.M.D College Bringali (Hsp) | (Punjab University, Chandigarh) | 2011 |
| BA | T.M.D College Bringali (Hsp) | (Punjab University, Chandigarh) | 2006-09 |
| 12 th | P.S.S.School Bringali (Hsp) | (Punjab School Education Board) | 2006 |
| 10 th | P.S.S.School Bringali (Hsp) | (Punjab School Education Board) | 2004 |

CAPABILITIES

- Ready to work for long hours
- Always interest in further training

KEY STRENGTHS :- Ability to take responsibility & work under pressure, Leadership Qualities, Hardworking &Patience.

PERSONAL PROFILE

| | | |
|-----------------|---|--|
| Father's Name | : | Sh. Hem Raj |
| Mother's Name | : | Smt. Manorma Devi |
| Date of birth | : | 03,april 1989 |
| Marital status | : | Married |
| Nationality | : | Indian. |
| Gender | : | Female. |
| Languages known | : | English, Hindi, Punjabi |
| Hobbies | : | Travelling, Singing, Interacting with People |

Declaration

I confirm that the information provided by me is true to the best of my knowledge and belief.

Date:

Place:

Babita