**Sushmita Dubey**

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Address: LIG, Indore (M. P.)

**Career Objective:**

Organized and successful Human Resources Assistant with good knowledge of recruitment processes and HR roles and responsibilities. Seeking a position as Human Resources Administrator to enhance my skills and capabilities in a well established organization.

**Professional Summary:**

* Possess 2+ years of professional experience in HR Administration and recruiting Technical/Non-Technical environment, also experienced in handling HR responsibilities such as interviewing, hiring, documentation, attendance management, employee engagement, leave management, salary calculations and organizing in office activities etc.
* Familiar with recruitment processes and techniques
* Ability to handle candidates and clients independently
* Positive attitude, excellent team player and flexible
* Possess excellent organizational and management skills
* Ability to conduct extensive research and recruit candidates
* Knowledge of operating systems and software tools
* Ability to accept challenges and handle workloads
* Ability to manage office and admin activities independently.

**Educational Summary and Certifications:**

Bachelor of Engineering in Computer Science, LNCT, Indore 2016

(Completed Degree with 7.1 CGPA; Made technical projects in College and participated in different seminar/training program)

Pursuing Master of Business Administration in HR and business operations from DAVV University, Indore

**Professional Experience:**

**Abacus Consultancy services (i) Private Limited, Indore**

**Jan 2019 – Present**

**HR Coordinator**

**Responsibilities:**

* Recruiting candidates for different role from trainee to manager level.
* Scheduling interviews, also interviewing and short-listing, taking interviews, negotiating salary etc.
* Handling documentation process, onboarding, joining and exit process
* Handling attendance manually and using in office software, managing leaves and attendance.
* Performing employee engagement activities as well as organizing in office activities like R&R ceremonies.
* Handling Complete HR and Administrative duties.

**Tech Infotree, Indore**

**June 2018 – 4 January 2019**

**Technical Recruiter**

**Responsibilities:**

* Sourcing and identifying potential candidates by using various sources like database, advertisements, job portals and references.
* Handled the tasks of finding and screening is resume in accordance with the job requirement Responsible for identifying and matching qualified applicants to specific job orders.
* Worked with team lead to understand the specific job requirements according to the job description for guiding our junior team members.
* Handled the tasks of maintaining statistical data related to the recruitment of open positions.
* Responsible for processing information in a timely and accurate way regarding interview/offer/start of applicants.
* Actively working on senior level high end requirements for companies like Takeda and Eisai Pharmaceuticals.

**Lancesoft India Pvt. ltd., Indore**

**June 2017 - May 2018**

**Executive Recruiter**

**Responsibilities:**

* Assigned the tasks of identifying potential candidates by using various sources like database, advertisements, job portals and references.
* Handled the tasks of finding and screening is resume in accordance with the job requirement Responsible for identifying and matching qualified applicants to specific job orders.
* Worked with team lead to understand the specific requirements of candidates according to the job profile.
* Handled the tasks of maintaining statistical data related to the recruitment of open positions.
* Responsible for processing information in a timely and accurate way regarding interview/offer/start of applicants.
* Assisted team lead for interviews, offers and starts of Candidates.
* Responsible for identifying qualified candidates and updated resumes as per job responsibilities. Handled the team of 13 members in the absence of team lead and guiding team members regarding different job requirement.

**Skills:**

* Recruitment processes and techniques
* Software: Job Diva, CPX
* Job Portals: CareerBuilder, Monster, Indeed, Naukri.com, Shine.com etc
* Update/Format Resume, Job Post, Job Description, Screening, salary discussion, salary negotiations etc.
* Share Interview/Offer/Start Details
* Back office and Administrative duties
* Joining and exit formalities, Leave & Attendance management, Salary calculations, Onboarding documentation, Employee Engagement, HR connect, Training and Development etc.

**References available on request**