

Kanti Bhura

HR/Admin

About Me

I have worked in Kaybee bio as an Assist .HR for more than One an half years. Team building, communication, and leadership skills help me find ways to get to know someone's personality before recruiting.

Experience

↪ Crompton Greaves (Service center)Jabalpur
1 Sept 2017 - 30 Nov 2018

HR/Admin

- Maintain employee records.
- Attendance
- Complete administrative duties for the office.
- Provide administrative support and data to all employees

↪ Teleperformance Indore , Flipkart
1 March 2018 - 28 Feb 2022

CCE/Floor Support

- Outbound/Inbound Calls.
- Support to new employees .
- Conduct employee training for process.

↪ Kaybee Bio Orgnics PVT.LTD.
10 March 2022 - 10 Sept 2023
HR/Admin

- Coordinate and administer all. administrative activities of the office.
- Maintain the existing employees and take the feedback from them.
- Implement the systems / excel of attendance for payroll .
- Support to new employees,answered questions, and resolved any problematic issues.
- Recruitment for Sales candidates. Manage the whole on-boarding process .
- Manage the joining process also arrange training.

Education

- Bachelor's Degree in Science (BSc) (2011 - 2014)
- PG (Diploma in Computer Application
- Master's Degree in Business Administration (Hr & Fin.) from DAVV University(2020 - 2022)
- Travel & tourism diploma(2012-15)

Skills

- Manage the team
- Employee training and development
- Microsoft Office.
- Human Resources Information Systems (HRIS).
- Team building

Languages

- English
- Hindi

Contact Details

- 📞 +91 9617822306
- ✉ kantikosta@gmail.com
- 📍 Subhash Nagar,Jabalpur 482002