

Bhumika Khandelwal

MBA | Human Resource Management



Summary

To get an opportunity in the HR department to start a career with new learnings and encourage my growth and development to become the most efficient and effective employee.

Work Experience

Avantika University

(November 2022-currently)

Role: HR Executive and Generalist

Key Skills: Screening Resume, Telephonic Interviews, Onboarding process, Payroll management, Policies making, HRMS Tool- Zoho People, Employee Grievances, Employee Engagement

Internship

Summer Internship at Avi Agri Business Limited

(July 2022- August 2022)

- An overview of HR practices at Avi Agri Business Limited
- Learning: The work of HR performed in the industry, learning to work on the payroll system, resume sorting, handling attendance.

Academic Projects

OCAI Framework

(June 2022- June 2022)

- Organizational Cultural Assessment Instrument Framework
- Learning: Learned organizational culture of educational institution

Environmental Scanning and Strategy Formulation

(June 2022-June 2022)

- Worked on Educational Institution
- Learning: VRIO and GE-Nine analysis

Education

MBA

MBA(HRM), Avantika University, Ujjain(2021-2023)

Bachelor of Commerce

B.Com, Govt. Kalidas Girls College, Ujjain (2017-2020)

Higher Secondary Education (2017)

12th, Ujjain Public School, Ujjain

Secondary education (2015)

10th, Ujjain Public School, Ujjain

Skills

MS Word, MS PowerPoint, MS Excel, Canva Google suites, Zoho, Employee Grievances, Onboarding, Talent Acquisition

Certifications

- Introduction to Linux
- edX certified leaders of learning
- Certification in Tally ERP.9 with GST

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