

# Pavleen Kaur



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## Profile Summary

Willing to effectively contribute my skills and knowledge to become a responsible team worker of an esteemed organization in order to contribute towards organizational excellence and aiming to equip myself with team responsibilities and hone my leadership skills. Would love to acquire experience in Human Resource domain.



## Skills

- 1) Communication & Interpersonal Skills
- 2) Recruitment
- 3) Talent Management
- 4) Global Hiring
- 5) Candidate On boarding
- 6) Employee Engagement
- 8) Candidate Pipeline Management



## Work History

2023-09–2023-12

### Human Resource Intern

***EKI Energy Services Ltd, Indore, Madhya Pradesh***

- Handling full life cycle of recruitment i.e., sourcing, screening, interviewing, and offer-handling
- Partnering with the hiring managers to set the expectations as per the pool availability in the market versus the requirement & share market insight
- Implementing recruitment strategies that support business objectives
- Assisting hiring managers in formulating their requirements in the form of job description
- Coordinate and facilitate the campus, office-drives
- Identifying and partnering with external providers as required to ensure hiring needs are met
- Managing end-to-end recruitment for different profiles
- Learned ZOHO- One as a Software

2023-01-2023-03

### **Social Intern**

***MIC Organization, India, M.P.***

Worked as a Social Intern and gained some Social Sensitivity.

2022-07-2022-08

### **Specialist HR Generalist Intern**

***Caparo Engineering India Ltd Pithampur***

Worked as "Summer Intern" for Generalist profile in Human Resource Department.

The learning area involved–

- Recruitment
- Taking initial interviews
- Attendance regularization
- Compliance management
- Payroll management
- Employee Engagement
- Grievance handling

2021-09-2022-01

### **Campus Ambassador Intern**

**Solid Learning LLP**

Worked as a "Campus Ambassador Intern"

Advertised upcoming programs/activities with college students and created awareness among students about company's services

2020-06-2020-10

### **Senior Secretariate**

***India's International Movement to Unite Nations***

Worked as a "Senior Secretariate" and managed a team of 5 Interns on PAN India basis.



## **Education**

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2021–2023

### **MBA: Human Resource Management**

***Prestige Institute of Management and Research, Indore.***

- Graduated with 72.5%.

2018–2021

### **BBA**

***Devi Ahilya Vishwavidyalaya– Indore, M.P.***

- Graduated with 72.2%.

2017–2018

**H.S.S.E.**

***St. Arnold's Higher Secondary School–Indore, M.P.***

- Secured 50.2%

2015–2016

**S.S.E.**

***St. Arnold's Higher Secondary School–Indore, M.P.***

- Secured 6.0 CGPA



## Accomplishments

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- Certified in Human Resource Practitioner Program (Talent Shapers, Delhi)
- Participated in poster design workshop conducted by PIMR management lab.
- Member of HR Club at Prestige Institute of Management & Research.
- Participated in human Resource Competition "Aagney" (College Management Feast) in 2020.
- Attended a short-term certification course on commercial banking India in 2020.
- Worked as a volunteer in Lakshya feast 2019.
- Experienced an Industrial visit through college at Aasha Confectionary in 2019.
- Participated in Tata Crucible Quiz in 2018 and 2019.
- Participated as a volunteer in the awareness campaign against FOETICIDE and encouraged for women empowerment.
- Worked as a volunteer in the St. Arnold Trophy Tournament in 2018.
- Participated in Commerce Buzz in 2016 and 2017.
- Participated in Nationwide awareness of Cancer organized by Vastha Welfare Society.
- Participated in National Olympiad for Subjects English and Math's for Academic year 2015 and bagged school rank 2<sup>nd</sup> and 10<sup>th</sup>.



## Languages

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- Hindi
- English
- Punjabi



## Personal Profile

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- Strengths: Team-player, Enthusiastic, Trustworthy, Disciplined.
- Hobbies: Cooking, Baking and Travelling.
- Date of Birth: September 23, 2000
- Father's Name- Paramjeet Singh Mago

