



KUMARI KUSHBU SINGH P

 kushbuprem9386@gmail.com

CORE COMPETENCIES

- Communication Skills
- Data management
- Onboarding
- Off-Boarding
- BGV
- Training & Development
- Employee Relations
- Policies and Procedures
- Statutory Compliances
- Payroll Sheets
- Recruitment and Retention

TECHNICAL SKILLS

HRMS
MS Office
Recruitment Portals

CONTACT

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ABOUT

HR professional with 4+ years of experience in managing comprehensive HR operations, including onboarding, offboarding, induction handling, and background verification (BGV). Adept at optimizing workflows, ensuring compliance, and delivering exceptional employee experiences. Recognized for effectively handling complex HR challenges and implementing strategic improvements to drive organizational growth. Passionate about fostering a positive workplace culture and enhancing employee engagement.

WORK EXPERIENCE

HR CO-ORDINATOR

Hitachi Payment Services | Mar 2024 – Present

CONFERENCE SPECIALIST

Door Sabha Nigam Limited, | Oct 2019 - Aug 2020

HR ASSISTANTS

Criss Cross Logistics Pvt Ltd | Feb 2019 - May 2019

HR EXECUTIVE

Electro Tech Engineers | Dec 2016 - Apr 2017

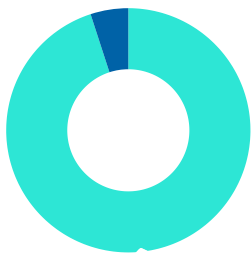
FRONT OFFICE EXECUTIVE CUM SYSTEM ADMIN

Whirlpool Of India Ltd | Jun 2015 - Nov 2016

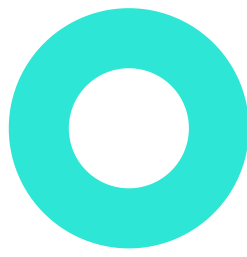
EDUCATION

- MBA IN HUMAN RESOURCE MANAGEMENT
 - PONDICHERRY UNIVERSITY | 2014 - 2016 | PERCENTAGE: 70%
- B.SC. IN COMPUTER SCIENCE
 - RAJIV GANDHI ARTS & SCIENCE COLLEGE | 2011 - 2014 | PERCENTAGE: 72%
- 12TH (COMMERCE)
 - JAWAHAR NAVODAYA VIDYALAYA (CBSE BOARD) | 2010 - 2011 | PERCENTAGE - 81%

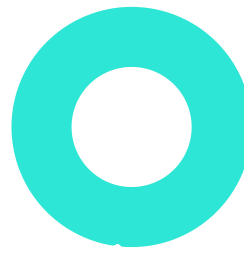
LANGUAGES



98%
English (Fluent)



100%
Hindi (Native)



100%
Tamil
(Elementary proficiency)



40%
Telugu (Understand)

PROFESSIONAL EXPERIENCE

HR co-ordinator

Hitachi Payment Services | Mar 2024 – Present

- Spearheaded end-to-end onboarding and offboarding processes, ensuring a seamless and compliant employee lifecycle.
- Designed and delivered impactful induction programs, improving new hire integration and satisfaction.
- Resolved complex background verification (BGV) cases with insufficient data, ensuring accuracy and timely closure.
- Maintained meticulous employee records and documentation in alignment with statutory and organizational standards.
- Proactively addressed employee concerns, fostering trust and enhancing the overall HR support experience.
- Identified and implemented process improvements to enhance HR efficiency and service delivery.

Conference Specialist

Door Sabha Nigam Limited | Oct 2019 – Sep 2020

- Moderated client conference calls and resolved employee concerns through efficient chat support.
- Managed email communications with a focus on accuracy and timely resolution.
- Contributed to streamlining support processes, boosting productivity by [XX%].

DECLARATION

- I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.
- Place : Chennai

Rumari Kushbu Singh