

# KIRAN BARADE

HR

 kiranbarade24@gmail.com  +917798094575  Pune

 <https://www.linkedin.com/in/kiran-barade-629a62153/>  Female

## Profile

Talented Talent Acquisition skilled at completing daily assignments and contributing to team success. Always willing to take on any task. Adapts quickly to new needs and policies.

## Professional Experience

05/2024 – 09/2024

Pune, India

### Travel Kingdom, HR Assistant

- Assist in the recruitment process, including posting job openings, screening resumes, and scheduling interviews
- Coordinate and conduct new employee orientations and onboarding procedures
- Assisted in the recruitment and interviewing process by scheduling interviews, coordinating pre-employment testing, and providing administrative support to hiring managers.
- Handle confidential information with discretion and integrity
- Assist in the development and implementation of HR policies and procedures.
- Managed employee onboarding program for new hires ensuring completion of all required documents.

04/2024 – 05/2024

Pune, India

### IFAS Publications, HR Trainee

- Assist in the recruitment process, including posting job openings, screening resumes, and scheduling interviews.
- Handle confidential information with discretion and integrity.

02/2023 – 08/2023

Hyderabad, India

### Global Insight Service, Digital Marketing Executive

08/2022 – 12/2022

Pune, India

### Transparency Market Research, Digital Marketing Executive

11/2020 – 07/2022

Pune, India

### Up Market Research, Digital Marketing Executive

## Education

2022 – 07/2024 Pune, India	<b>Bharti Vidyappeth Deemed University, MBA, Marketing / Human Resource</b>
06/2017 Amravati, India	<b>Degree College of Physical Education, HVPM, BCA</b>
05/2013 Amravati, India	<b>Rural Institute, HSC</b>
06/2011 Amravati, India	<b>Narayandas Laddha High School, SSC</b>

## Languages

Marathi, Hindi, English



## Skills

**Talent Aquasition, Digital Marketing** — Talent Acquisition | Digital Marketing | Learning management | Employee Relations | Onboarding and Orientation | Succession Planning | Recruitment and hiring | Job Analysis | Canva | Interview scheduling

## Interests

Reading, Writing, Travelling

## Certificates

- Digital Marketing Course Certified By Google
- HR Professional Course By Seven Mentor
- "ChatGPT for HR" course offered by Great Learning Academy.