

# Purnima pal

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## SUMMARY

A dedicated and result-oriented **HR Generalist** with over **3.6 years of full-time experience** in managing comprehensive HR operations, coupled with **1.6 years of specialized experience in recruitment**. Skilled in driving employee engagement, talent acquisition, onboarding, and HR policy implementation. Proficient in streamlining HR processes, handling employee relations, and ensuring compliance with organizational and legal standards.

With a strong foundation in recruitment, adept at sourcing, screening, and onboarding top talent to meet organizational goals. Experienced in collaborating with cross-functional teams, fostering a positive workplace culture, and implementing HR strategies that align with business objectives. A committed professional with a proven ability to handle dynamic environments and deliver HR solutions that enhance productivity and employee satisfaction.

## EDUCATION

<b>MBA   Full-time, Human resource management</b>	May 2017 - Sep 2019
Guru Gobind Singh Indraprastha University	73
<b>BBA   Full-time, Management</b>	Jun 2013 - Sep 2016
Chaudhary CHaran Singh University	68
<b>CBSE, English</b>	Apr 2012 - May 2013
R.S.K.V G.T.B Nagar	50.8
<b>CBSE, General</b>	Apr 2010 - May 2011
G.S.K.V Dhakka	68

## SKILLS

Recruitment  
Employee Engagement  
Onboarding  
Payroll  
HR Policies  
Administration  
Grievance Handling  
Statutory Compliance  
MIS Reporting  
HR policy formulation  
Background Verification  
Vendor Management  
Stakeholder Management  
Executive assistant

## INTERNSHIPS

Niyokta HR solution pvt.ltd - HR Assistant   Full-time	Apr 2018 - Aug 2018
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- Assist the HR team in various administrative tasks, such as maintaining employee records and updating databases.
- Support the recruitment process by posting job openings, reviewing resumes, and scheduling interviews.
- Participate in onboarding activities, helping new employees get acquainted with company policies and procedures.
- Assist in organizing and coordinating training and development programs for employees.
- Contribute to the planning and execution of employee engagement initiatives and company events.
- Help with HR-related communications, both internally and externally.
- Collaborate with team members to improve HR processes and practices.
- Maintain confidentiality and handle sensitive information with discretion.
- Learn about HR regulations, policies, and compliance practices.

## EXPERIENCE

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**Brain Search Consulting - Technical Talent Acquisition Specialist | Part-time** Jun 2024 - Ongoing

1. Coordinate with the internal department and understand their requirement. 2. Handling End-to-End IT Recruitment.
3. Recruitment - Contract to hire (C2H) & Permanent
4. Staffing - Contract to hire & Permanent, Handling interview Drives.
5. Coordination with Clients for hiring drives.
6. Closure of positions within target hires date through rigorous follow-ups and coordination with the candidate.
7. End-to-end coordination from HR and the candidate side. Screening and Shortlisting IT Profiles as per the requirement.
8. Interacting with prospective clients, holding discussions, and Understanding clients' requirements for candidate's profiles, job descriptions, and dates of recruitment.
9. Update MIS (Daily Trackers, Weekly Tracker, Monthly Tracker).

**Stan Professional services Pvt.Ltd - HR Executive | Full-time** Jan 2022 - Mar 2024

1. Source applicants online, such as LinkedIn and other professional networks.
2. Create job descriptions and interview questions that reflect the requirements of each position.
3. Compile lists of the most suitable candidates by assessing their CVs.
4. Handle Onboarding activities and induction program.
5. Oversee offboarding processes, conduct exit interviews, and manage full and final settlements.
6. Maintain confidentiality while managing employee records and databases 7. Handle statutory compliance of employee and vendor Management.

8. Conduct background verifications and Reference checks.

9 We planned employee engagement.

10. Make HR Policy & Process Formulation (Exit policy, Reimbursement policy). 11. Manage workplace safety, facilities, and office requirements.

12. Handle employee communication through various online channels.

### **Synergy Innovation - IT Talent Specialist | Part-time**

Jan 2021 - Dec 2021

- Collaborate with hiring managers and clients to understand their IT staffing needs and requirements for permanent and contract-to-hire Permanent role positions.
- Source, screen, and evaluate candidates using various sourcing methods such as job boards, social media, networking, and referrals.
- Manage the full recruitment lifecycle, from initial candidate contact to offer negotiation and onboarding.
- Build and maintain a strong pipeline of qualified candidates for current and future hiring needs.

### **Proactive consultant & Services - HR Executive | Full-time**

Nov 2019 - Dec 2020

Maintained and updated employee records, ensuring compliance with organizational policies and legal requirements.

Assisted in end-to-end recruitment processes, including job posting, screening, and coordinating interviews.

Coordinated onboarding programs and prepared orientation materials for new hires.

Provided first-level support for employee queries regarding HR policies, payroll, and benefits.

Supported the payroll process by managing attendance records and ensuring timely submission of inputs.

Assisted in drafting and implementing HR policies, procedures, and compliance guidelines.

Managed training schedules and maintained records of employee development programs.

Organized and supported employee engagement activities and events.

Prepared HR reports such as headcount, attrition, and leave summaries for management review.

Ensured confidentiality and security of employee data and HR documentation.

## **LANGUAGES**

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English

Hindi

## **CERTIFICATIONS**

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**Payroll Processing in India - Mastercourse for practitioners:**

<https://www.udemy.com/course/payroll-processing-in-india-mastercourse-for-practitioners>