

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

Education

2022 – 07/2024

Pune, India

Bharti Vidyappeth Deemed University,
MBA, Marketing / Human Resource

06/2017 Degree College of Physical Education, HVPM, BCA
Amravati, India

05/2013 Rural Institute, HSC
Amravati, India

06/2011 Narayandas Laddha High School, SSC
Amravati, India

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
- "HR" course offered by Great Learning Academy.