



# Puja Kumari

HR Recruiter

## Profile

I am Puja Kumari, an MBA graduate with a specialization in HR from Ramachandran International Institute of Management. I have professional experience working at Piaggio Vehicles Private Limited, Pune, and completed an internship in Tata Motors Pvt Ltd. & Talent Serve Company, focusing on Human Resource and General Management roles. I hold a bachelor's degree in B. Com from Jamshedpur Women's College, Jamshedpur, Jharkhand.

## Contact

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## Education

- **Ramachandran International Institute of Management**  
*Master of Business Administration*  
Completed in 2024
- **Jamshedpur Women's College**  
*Bachelor of Business Management*  
Completed in 2022

## Skill

- Screening Resumes
- Sourcing Profiles
- Non-IT Recruitment
- Recruitment Life Cycle
- Recruitment
- Talent Acquisition
- Human Resource Management
- Client Handling
- Interview Coordination
- Interview Scheduling
- Job Posting
- Mass Mailing
- Sourcing
- Hiring
- Manufacturing Hiring
- Automotive

## Work Experience

### Jan 2024- Present Piaggio Vehicles Private Limited, Pune HR Recruiter

- Design and update job descriptions
- Source potential candidates from various online channels (e.g. Naukri, LinkedIn)
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms
- Interview candidates (via phone, video, and in-person)
- Prepare and distribute assignments and numerical, language, and logical reasoning tests
- Advertise job openings on company's careers page, social media, job boards, and internally
- Provide shortlists of qualified candidates to hiring managers
- Send job offer emails and answer queries about compensation and benefits
- Participate in job fairs and host in-house recruitment events
- Collaborate with managers to identify future hiring needs
- Act as a consultant to new hires and help them onboard
- Handle the end-to-end recruitment cycle
- Perform mass mailing on the Naukri portal to efficiently reach and attract potential candidates

### 2023 - 2022 The Tax Guardian, Jamshedpur Recruiter (Sales)

- Design and update job descriptions
- Source potential candidates from various online channels (e.g. Naukri, LinkedIn)
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms
- Interview candidates (via phone, video, and in-person)
- Process of the Business Certificate (MSME)
- cold calling
- Grievances Handling
- Collaborate with managers to identify future hiring needs
- Act as a consultant to new hires and help them onboard
- Handle the end-to-end recruitment cycle
- Perform mass mailing on the Naukri portal to efficiently reach and attract potential candidates

## Personal Information

City Pune  
Country India

## Hobbies

- Listening Songs
- Traveling

## Languages

- English
- Hindi

## Extra curricular

- YUVA CHAIR HEAD of Young Indian (YUVA) during Post-Graduation
- Sub-Head of Cultural Committee, Post-Graduation
- Participated in the Management Game, Post-Graduation
- Organized a Talent Hunt, Post-graduation



## CERTIFICATIONS & TRAINING

- Human Resource Admin
- Human Resource Talent Acquisition
- Human Resource Business Partner
- Human Resource Policy
- Human Resource Payroll
- Done Diploma in Computer programming & application from recognized Institute
- ☑Naukri.com training certificate

## Internship

● July - August 2024

Tata Motors Limited, Jamshedpur

### HR Trainee

- Learn about the Factories Act 1948
- Safety of workers in the company premises
- Visit Factory twice in a week
- Learn about the employee's safety and benefits
- Attended seminar on safety procedures.
- Learn about hiring process of employees for different categories.
- Collaborate with managers to identify future hiring needs
- seen commercial vehicles in the plant.

● July - August 2024

Talent Serve, Pune (Online Mode)

### Human Resource & General Management

#### 1. Market Research -

Conduct research on new market opportunities nationally and internationally.

#### 2. General Management Tasks -

Write and publish blogs/articles on assigned topics for LinkedIn. Increase organization's social media followers by 50 across platforms (Instagram, YouTube, LinkedIn, Twitter, Facebook). Collect donations from 30-50 individuals (minimum Rs. 100 each) for NGOs.

#### 3. Domain Specific Tasks -

Log into the organization's website 5 times daily to review profiles and updates. Engage with 100 freshers by conducting aptitude and scholarship tests. Create and manage a WhatsApp group for guidance and task assignments.

## Projects

January-March 2023

X-CULTURE INTERNATIONAL

Team Size - 5 Members from different countries

- New Market selection and Analysis.
- Marketing strategy for entry in New Market
- Promotion & Distribution Channels
- Study of Consumer Behavior of Target Market