

KHUSHBOO KUMARI

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PROFESSIONAL SUMMARY

An HR enthusiast pursuing opportunities in Human resource field, utilizing a strong foundation of relevant skills to build connections, boost engagement and strive for excellence in a challenging HR role centered on talent acquisition, employee development and HR strategy.

EDUCATION

M.B.A.- Mahatma Gandhi Kashi Vidyapeeth (Varanasi)

B.Com.- Mahatma Gandhi Kashi Vidyapeeth (Varanasi)

CAREER HIGHLIGHT

- Having **6+ years** of experience in **Talent Acquisition** and **HRBP**.
- Have a good track record of End to end recruitment in an industry like **Recruitment and staffing, Publishing and printing and PR Industry**.
- Having experience of recruitment for different industry like **Automobile, BFSI, Retail, E-commerce, FMCG, Aviation, Hotels, EPC and Manufacturing** etc

SKILLS & COMPETENCIES

- Recruitment
- Screening
- Interviewing
- Onboarding
- Background check
- Joining formalities
- Induction
- Employee Engagement
- Stakeholder Management
- Team Building
- Exit Interview

PROJECT

CSR (Corporate Social Responsibility)- 6-month Apprenticeship training from **Hindalco Industries Ltd.**

Project Name- Corporate Social Responsibility.

CERTIFICATION

- Digital Marketing with AI in 2025
- SAP(HCM) in 2023
- Diploma in computer application in 2012

Intentional pause for full time caregiving due to an accident. Now Excited and energized to return to work.
Engaged in professional skill building to increase knowledge of **Digital Marketing AI Course**.

EXPERIENCE**SR. Executive HR****June 24 to Oct 24****Teamwork communications Pvt. Ltd.**

Recruitment and Selection- Successfully managed and recruitment pipelines, ensuring a high quality candidate experience.

Sourcing and Screening- Developed and implemented creative recruitment strategies to source, screen and select the best talent for various position. Interview Scheduling- Coordinated virtual and in person Interviews for shortlisted candidates.

Background check- Handling background verification.

Onboarding- Managing pre joining and post joining activities for smooth onboarding.

Joining formalities- Handling all joining formalities.

Performance management system (PMS) - Assisted in goal setting for 100+ employees.

Employee Engagement- Building and maintaining employee relations, ensuring employee satisfaction.

Stakeholder management- Stakeholder management.

Policy Making- Assist in making HR policy of the company.

Grievance Handling- Assist in handling grievances within the company.

Exit Interview- Conducting exit interviews.

SR. Talent Acquisition Specialist Cum HR**March 22 to May 24****Knowledge Works Global Pvt. Ltd.**

- Handling end to end Recruitment process.
- Ensuring recruitment of employees and their allocation as per MRF(s) raised.
- Sourcing right candidate from job portals (Naukri and LinkedIn.)
- Conducting Interviews through Calls and face to face.
- Joining and exit formalities.
- Maintain employee's database.
- Background Verification.
- Handling joining formalities.
- Assistance on completion to joining formalities.
- Timely closer of all loops without reminders/ Follow-ups.
- Building and maintaining employee relations, ensuring employee satisfaction.
- Handling exit interview formalities.

HR Recruiter & HR Executive**Jan 17 to Mar 22****Dezire Manpower Services**

- Responsible for end to end recruitment and staffing for different industry like(Manufacturing, Aviation, E- commerce, FMCG, Retail, Insurance, Banking, Hotel and EPC.)
- Handling Clients like(Adani group, GMR group, HDFC and Axis bank, Future Group, Maruti Suzuki, V-mart, Sahasra Electronics, L.G. Hero Futures etc.)
- Sourcing potential candidates from various job portals (Naukri, Shine, indeed and LinkedIn.)
- Screening resume and application form and Conducting interviews through VC and face to face
- Background screening and orientation.
- Updating job ads on job portals like (Naukri, LinkedIn, Monsters etc)
- Handling internal hiring also.

AWARDS AND HOUNORS

Best Employee of the year **2019-2020**

