

Suman Kumari

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Career Objective

Attain a position in a growth-oriented company where I can use my strong organizational and technical skills to contribute to the company's success.

Profile Summary

- Filling positions within an organization.
- Designing and implementing recruiting systems for the organization.
- Developing own network of suitable candidates.
- Expert in understanding the business requirement.
- Drafting and posting job descriptions.
- Interviewing candidates.
- Proficient in coordinating with the people.
- Networking with various institutions and social media to full fill organization requirements.

Personal Qualities

- Strong motivational and leadership skills.
- Exceptional presentation and interpersonal skills.
- Unmatchable communication skills in writing and verbal both.
- Ability to work in a team as well as individual.

Academia

- MBA in HR from Magadh University with 72.95%
- BBM from Magadh University with 72.2%
- Intermediate from Sogra College with 52.8%.
- 10th from Jharkhand Acadmic council, with 67%

Work experience

Organization name: AMYG Healthtech Private Limited. (Current - June 2023)

Role: HR Recruiter

Description: On this role I am responsible to take care of all New openings, Finding and processing a suitable candidate with business team to conduct interview. Take HR induction where I have to guide necessary details about Process and Organization.

Organization name: IT vision (Jul 2017 to Feb 2023).

Role: Coordinator.

Description: I have proficient experience in, scheduling interview, resume screening for Suitable candidate and managing finance.

Projects

College Internship project:

Name: - Dairy product processing.

Organization name: SUDHA DAIRY.

Description: I have done this project in MBA's final semester in **SUDHA DAIRY**.
To collect and get information about processing of making different dairy product.

Academic project:

Name: Vodaphone Postpaid.

Description: I have done this project in BBM's final semester. Aim of this project was to increase Sell postpaid plan. To achieve this, I interacted with person who sell vodaphone recharge Vouchs SIM card and user of SIM card.

Hobby

- Planting.

Personal Details

Date of Birth: 27-03-1994

Languages Known: Hindi, English

Address: House no-242, Opposite to S.K Nilayam ,RK Tower, Parvat nagar (500018).