Khushbu Kumari



MAYUR VIHAR, PHASE – 3, NEW DELHI, PIN - 110096



+ 91 8802996325



Khushbu.krps4@gmail.com

Skill Highlights:

- Training and Development
- Benefits management and administration
- Recruitment and selection
- Microsoft office, Zoho mail, outlook
- Negotiation and close hiring

Education:

(2019 - 2021)

M.B.A (HR AND IT)

SWAMI VIVEKANAND SUBHARTI UNIVERSITY (Utter Pradesh)

Bachelor of ARTS

TILKA MANJHI BHAGALPUR UNIVERSITY

12th - BSEB

10th - BSEB

Certificate Course:

- Advance diploma in computer application
- Web design

Programming Languages:

 HTML, HTML5, CSS, CSS3, JavaScript, jQuery, Bootstrap, WordPress, etc.

Experience 30-Aug-2021 – Present

Senior HR Generalist in Realtime Biometrics India Pvt Limited

- Manpower planning, Budgeting, End-to-end Recruitment and selectionWorker's and Staff.
- Induction and on-board training of new joining documentation joining to exit formalities, Management of Attendance (HRMS software), leave and overtime records of all employees
- Performance Appraisal and annual increment processing.
- HR Policy formulation, implementation, and review.
- Efficient in planning the organization needs.
- Proficient in giving valuable decision and assisting the other departments.
- Grievance handling and solution of day-to-day employee problems.
- Creating MIS of the Human Resources Information System (HRIS).
- Looking after various training & development activities i.e.
- Preparation of Monthly Training Schedule.
- Organizing and coordinating with Training Programs.
- Maintaining Training Register & Records.
- Worker & staff grievances.
- Floor Management.
- Payroll Handling i.e., Payroll with monthly PF, Time Office etc.
- Initiating and follow up for the Background Verification for the selected candidate and tracking the progress of the same.
- Ensured compliance of company directives, regulatory concerns, and health and safety protocols.
- General Administer works company benefits packages, corporate events, and meetings arrangements.

30-Mar-2021 to- 25-Aug- 2021

HR Operations in Accelerate Social Welfare Foundation

- Recruitment, HR Induction and orientation to new joiners and documentation,
- Management of Attendance, leave and OT records of all Employees, Payroll
- Team building, Training, (CRM field sense), solve their query, take report form Business development team etc.

Feb 2019 – 24 March 2021

HR and Operations Associate in The Bulletin Boards

- Recruitment, Cold calling the candidate and arranging interview.
 Responsible for (pre to post) joining Formalities, HR induction and orientation to new joiners and documentation,
- Management of Attendance, preparing various letters like offer

Personal Information:

Father's Name - Mr. Prem Kumar

Sex – Female

Nationality - Indian

Language – Hindi, English

- letter, appointment letter, confirmation letter, experience certificate,
- Effectively managing welfare measures, management employee get together

(Internship) 6 months

Web Developer in The Bulletin Boards

- Website development using WordPress, WooCommerce, and using other sources and customized plugins.
- Chose cover photography or artwork, selected fonts, and arranged designs to attract target readership for different channels(social media, blogs etc.).
- Task assigning, E-mail, Google forms, handling social media pages, video editing, using social media for lead generation, working with content managers and various other departments
- Amazon, Flipkart, and other E-Commerce product listings, maintenance websites as needed.