



KRUTIKA MISHRA

HUMAN RESOURCES EXECUTIVE

PERSONAL PROFILE

Highly organized and dedicated HR professional with proven organizational and interpersonal skills. Learning SAP HCM and looking forward to make a great career in it.

CONTACT

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EDUCATION

- MBA in Human Resources, Amity University Mumbai, 2021
- BSc in Zoology, University of Mumbai, 2018

SKILLS

- SAP HCM, Microsoft Office and Canva
- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task

WORK EXPERIENCE

Suman Waste Management Pvt. Ltd, HR Executive

JULY 2021 - SEP 2021

- Drafting job descriptions, Posting jobs on various job portals and sourcing candidates
- Screening and short listing candidates
- Scheduling and conducting telephonic interviews, F2F interviews
- Releasing offer letters, relieving letter and other HR documentation
- Tracking attendance, holidays, leaves and payroll management
- Handling On-boarding, Induction and other HR generalist activities

Ultratech Cement Ltd, HR Trainee

JUNE 2020 - AUG 2020

- Recruitment and onboarding
- Job analysis and job evaluation
- Studying and drafting job descriptions
- Manpower mapping as per the organization structure
- Attending online workshops and webinars