

KHUSHBU SINGHAL

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EXPERIENCE

Manager - Human Resources

Neelkanth Industries

Jan 2021 – May 2023
 Jagdalpur, Chhattisgarh

- Managed the end-to-end recruitment process
- Oversaw HR operations, including processing payroll, managing benefits administration and maintaining HR systems and databases.
- Created and updated comprehensive HR policies, including remote work policy, leave policy, and holiday calendar, ensuring alignment with company goals and compliance with relevant regulations.

INTERNSHIP

Human Resources Intern

Ctruh

April 2024 - June 2024
 Bengaluru, Karnataka

- Managed the end-to-end recruitment process, including sourcing candidates, conducting interviews, and extending job offers.
- Designed and documented recruitment processes, for various roles, from job requisition to onboarding.

Campus Recruiter

TalentServe

Dec 2023 - Feb 2024
 Mumbai, Maharashtra

- Planned and executed campus recruitment strategies to attract, engage, and hire top talent from universities and colleges.
- Organized and participated in campus events.

Procurement Executive

Estalimia

Oct 2023 - Dec 2023
 Mumbai, Maharashtra

- Identified potential vendors and suppliers through market research and networking.
- Facilitated the on-boarding process of all vendors.

ACHIEVEMENTS

Top 3 Rank Holder
 BBA, Gitam University

Second runner up in Stock Mind Competition
 Gitam University

EDUCATION

MBA

SBM, NMIMS, Mumbai

June 2024 – April 2025

PG Diploma in Data Science

Purdue University

Aug 2023 – Aug 2024

BBA (Management Accounting)

GITAM University, Visakhapatnam

June 2015 – May 2018

CERTIFICATIONS

2024	Python for Data Science, IBM
2016	Certificate in Business Accounting, CIMA (UK)

SKILLS

Talent Acquisition and Management	Strategy
Data analytics	Human Capital Management
Communication	Problem Solving
MS Excel	Tableau
SQL	Microsoft Power BI
MS Office	Programming

PROJECTS

MS Excel

Simplilearn

Jan 2024

Built an interactive sales dashboard for analyzing and visualizing the data

Statistical Inferences of Business

NMIMS

Aug 2023

Analyzed differentiating Indian Super League from European Leagues using regression analysis in MS excel