

**HARSHITA KUMARI**

Flat No 156, F-1 Block, Sector 16, Rohini, Delhi.

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**CAREER OBJECTIVE**

Maintain and enhance human resources productively in an organization, developing strong manpower, Identifying talent and deploying professional development programs in order to achieve organizational goals and fulfill employees' needs

**EXPERIENCE****a) Front Desk Executive (October 2021- Till)**

**Company Name: N V Organics Pvt. Ltd**

**Role & Responsibilities:-**

- a) Indeed Sourcing
- b) Handling all admin areas
- c) Initial Screening of Candidates
- d) Offer letter, Experience letter, Full & Final Settlement preparation

**b) Trainee– Human Resources (April 2021 – September 2021)**

**Company Name: PharmaLex India Pvt. Ltd**

**Role & Responsibility:**

- a) Responsible for Recruitment process – screening resumes, initial interview, scheduling interviews.
- b) Initiating for entry, personnel change and exit process in HR Software.
- c) Initiate the joining formalities and co-ordinate with the new joiners for documentation.
- d) Handling HR Software.
- e) Maintaining Excel Sheet and Folder of the employees.
- f) Employee Documentation Process Handling
- g) LinkedIn Sourcing/Recruitment

**c) Intern– Human Resources (17<sup>th</sup> May 2018 – 30<sup>th</sup> June 2018)**

**Company Name: Aditya Birla Fashion & Retail Ltd.**

**Role & Responsibility:**

There are 100 employees in the store and I was supposed to managed employees attendance and leave policies and the documentation area. I have also been part of training and development process of the store where I was supposed to train them for sales. This training was placed on my last internship day.

**ACADEMIC BACKGROUND**

Degree/Class	University/Board	Year of Passing	Marks/SGPA
MBA (HR & Marketing)	Dr. A.P.J. Abdul Kalam Technical University	2021	76%
BBA	Patna University	2019	71%
12 <sup>th</sup>	CBSE	2016	68.2%
10 <sup>th</sup>	CBSE	2014	8.4/10 CGPA

## SKILLS

- HR Software (Rexx)
- MS Excel
- Training & Development
- Initial Screening of Candidates
- MS Words
- Excellent verbal and written communication skills.

## ACHIEVEMENTS

- Volunteer of Cultural Club in College to organize the various Cultural Programs.
- Won the 1<sup>st</sup> Prize as a Group Leader in College
- Volunteer of Sports Club.

## STRENGTHS

- Willing to work in flexible schedule.
- Time Management
- Self-Motivated and eager to learn new things.
- Positive approach and committed to my work.
- Good decision making process and strategic thinking skills.

## PERSONAL DETAILS

Date of Birth : 17.03.1999  
Gender : Female  
Nationality : Indian  
Permanent Address : Surya Shyam Vihar Appartment, RPS Mor, Patna, Bihar  
Languages Known : English, Hindi

I hereby declare that the above-mentioned details are correct and true to my knowledge and belief.

**HARSHITA KUMARI**