

PRIYA KUMARI

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📍 Molarband, Badarpur, New Delhi -
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OBJECTIVE

I intend to be A part of an organization where I can constantly learn and develop my technical and management skills and make best use of it for the growth of the organization. I look forward to establishing myself by adopting new technologies as well. As HR ASSISTANT I have excellent academic performance in human resources and administration. Proficient in scheduling interviews, posting job openings and performing various administrative tasks.

EXPERIENCE

Jan 2020 -
May 2020

BLUE STAR LIMITED

HR RECRUITER

As a HR Recruiter hiring Shop Sales Representative Profile for Pan India.

- Interviewing candidates for Shop Sales Representative Profile.
- Making JD and Posting Ads on different portals as per the requirement.
- Post, update and remove jobs ads from job boards, careers pages and social networks.
- Job Portal Uses : Naukri.com, Indeed, Shine, Amcat, Deet, Facebook, Linkdin, etc.

Sep 2019 -
Nov 2019

CLARO AGRO SOLUTIONS PRIVATE LIMITED

HR ASSISTANT

- Update internal databases with new employee formation, including contact details and employment forms
- Screening Resumes and Application forms, Scheduling and confirming interviews with candidates Profile of : Sales Executive, Digital Marketing Intern, Sales Manager, Territory Sales Manager, Supply Chain Manager, Procurement Manager and Admin cum Executive Assistant.
- Interviewing candidates for sales executives profile.
- Making JD and Posting Ads on different portals as per the requirement.
- Post, update and remove jobs ads from job boards, careers pages and social networks.
- Participate in organizing company events and careers days.
- Prepared monthly, weekly and daily logs using Microsoft Office Suite.
- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Performed various administrative functions, including filing paperwork, delivering mail, and sorting mail.
- Reviewed job applications to identify and recommend optimal candidates.
- Generated and updated complete and accurate employees files for Claro.
- Answered and directed outbound and inbound phone calls per day.

May 2018 -
July 2018

NATIONAL THERMAL POWER CORPORATION LIMITED (MAHARATNA COMPANY)

HR INTERN

- Prepared monthly, weekly and daily logs and files using Microsoft Office Suite.
- Managed documents and maintained permanent files.
- Learning each HR Department Roles & Responsibilities.

EDUCATION

2022	NMIMS UNIVERSITY PGDM/MBA
2019	Jamia Hamdard University BBA 82%
2016	Notre Dame School Arts 75%

SKILLS

- Recruitment & Selection
- Leadership Quality
- Multitasking work
- Teamwork and collaboration
- Good Typer in English
- Technical Skills : Microsoft Office – Word, PowerPoint, Excel

PROJECTS

- **Recruitment & Selection**
Dissertation Project did of 100 marks based on the process of Recruitment & Selection.
- **Human Resource Management**
Did this project during Internship in NTPC.
Learn Various Functions, Roles & Responsibilities of HR.

ACHIEVEMENTS & AWARDS

- Participate in the events such as Women's Cell Debate.
- Business Quiz Certificate
- Nukkad Natak Certificate
- Stood 2nd topper in the batch of 2016 – 2019 of JAMIA HAMDARD UNIVERSITY MANAGEMENT.
- Been Class Representative for the year 2016 – 2018.
- Certificate in M.S. Office and Internet
- Certificate in Community Development Through Polytechnic
- Certificate in Computer : MS Office Word, PowerPoint, Excel.

LANGUAGE

- English
- Hindi