

## CONTACT

### NAVEEN KUMAR

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## OBJECTIVE

Human Resource Management Professional seeks an opportunity where experience in staffing, employee relations, project management, and superior communication skills will enhance overall strategic plan and direction of an organization.

## EXPERIENCE

11/08/2020 - Till  
Date

- **Care Cart Company Pvt Ltd**  
HR

- Handling end to end recruitment of candidates.
- Strategizing hiring process.
- Doing compensation and benefits of candidates.
- Handling joining and exit formalities.

05/10/2018 -  
10/08/2020

- **Accenture India Pvt Ltd (Outworks Solutions Pvt Ltd)**  
HR Operations

- Taking care of candidates documents.
- Facilitating candidates in filling and uploading documents.
- Handling candidates grievances related to hiring process.
- Handling on-boarding and joining formalities.

09/07/2018 -  
31/08/2018

- **Webreinvent Technologies Pvt Ltd**  
HR Recruitment

- Handling end to end recruitment of candidates.
- Strategizing hiring process.
- Doing compensation and benefits of candidates.
- Handling joining and exit formalities.

14/11/2014 -  
30/06/2016

- **Ministry of External Affairs**  
Protocol Liasion Officer

- Assisting Ambassadors/High Commissioners of other countries to Rashtrapati Bhawan.
- Administer first arrival and final departure of Ambassadors/High Commissioners.
- Accompanying chief guests in National Days of Embassies/High Commission.

## EDUCATION

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2016-2018

- **Ambedkar University Delhi**  
Master of Business Administration (HR & Marketing)  
5.56

2007-2012

- **Maharaja Agrasen Institute of Management Studies**  
Bachelor of Business Administration  
6.5

2006-2007

- **Kendriya Vidyalaya, Andrews Gunj**  
12th  
63%

2004-2005

- **Kendriya Vidyalaya, Andrews Gunj**  
10th  
65%

## SKILLS

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- Scheduling, Interviewing & Recruitment
- Onboarding & Compensation and benefits management
- Communication and interpersonal skills
- Grievance handling skills

## LANGUAGE

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- English
- Hindi

## INTERESTS

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- Playing football
- Travelling

## ADDITIONAL INFORMATION

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04/2017-06/2017

Internship with Wholesale Box Pvt Ltd

- Visiting the wholesale markets of Delhi and creating an online profile for the company.
- Pitching the idea to the wholesale market retailers and making sales.
- Handled fresh interns and guided them for a while for the company.