

# PRITI KUMARI

## **Assistant Manager HR(Operations)**

Noida, Uttar Pradesh

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+917011262327

To begin as an Executive position in the HR Department and gain Experience in the Functions, in the field, and also

Utilize my Organizational and Customer service skills, in order to increase productivity of organization.

Willing to relocate to: Noida, Uttar Pradesh

## Work Experience

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### **Assistant Manager-HR (Operations)**

Sone India Group Of Industries

Present

- # Recruitment , Sourcing, Screening Resume
- # HR Policy & Procedure, Process flow & Systems Design
- # Talent Acquisition
- # Offer Management
- # Employee Performance Improvement
- # Employee Exit and F & F Management
- # Internal Relations
- # Employee Induction and orientation
- # Backend Administration
- # Employee Management
- # Appraisal Management
- # MIS Management
- # HR Operations
- # Organisation Development

### **HR Manager (Recruiter)**

Sumonsoft - Delhi, Delhi

April 2007 to May 2015

- # Job Responsibilities
- # Sourcing and Screening resumes and scheduling interviews.
- # Identifying the potential candidates through various sources viz. Internal databank , Employee referrals & references
- # Preparing job profiles, job description for employees.
- # Keep tracks for Interview rounds, responsible for end to end recruitment within specified period.
- # Assessing candidates on their business parameters and communication Skills as per client requirement.
- # Recruitment and selection of Candidates for approved positions and involved in end to end recruitment cycle.

- # Handling various aspects of HR fraternity at multiple branches
- # HR Policy & Procedure, Process flow & Systems Design
- # Offer Management
- # Employee Performance Improvement
- # Employee Exit and F & F Management
- # Internal Relations
- # Employee Induction and orientation
- # Backend Administration
- # Employee Management
- # MIS Management

## Education

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### **MBA**

(HR) MD University

## Skills / IT Skills

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PERFORMANCE MANAGEMENT (Less than 1 year), PROBLEM SOLVING (Less than 1 year),  
RECRUITMENT (Less than 1 year), TRAINING (Less than 1 year)

## Additional Information

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### Basic Skills

- Have good presentation skill
- Strong analytical, problem solving, organizational ability
- Written and communication skills
- Ability to deal with people diplomatically
- Willingness to learn
- Team facilitator

### Functional Skill Set

- Human Resource Planning
- Recruitment & Selection
- Organizational Behaviors
- Training & Development
- Strategic Performance Management

### Personal Qualities

- Strategic thinker
- Ability to deal tactfully with critical problems
- Genuine interest in Employee welfare and organizational growth
- Effective communication and interpersonal skills