

Khushboo

Preferred Location : Indore, Mumbai, Pune, Nagpur, bangalore

📍 237, Vishnu Puri Colony, Indore, Madhya Pradesh 452014, India ✉ mkhushboo023@gmail.com

☎ 9522523188 in Khushboo

Education

2015 – 2017 **MBA (HR,Finance), IPS Academy indore**
Indore, India

2012 – 2015 **BBA (Management), M.G.M.M**
Jabalpur, India

Profile

Energetic entry-level Human Resources. Assisted with the administration of HR for a Startup company. Facilitated the interviewing and on-boarding of New employees. Organized company events and employee gatherings.

Skills

Recruiting	● ● ● ● ●	Onboarding	● ● ● ● ●
Employee Relations	● ● ● ● ●	Scheduling	● ● ● ● ●
HR Software (HRIS)	● ● ● ● ●	Collaboration Skills	● ● ● ● ●
Evaluations	● ● ● ● ●	Background Checks	● ● ● ● ●
Finance	● ● ● ● ●	Excel	● ● ● ● ●
Detail oriented	● ● ● ● ●		

Certificates

NET (National Eligibility Test) Qualified	PGDCA 74.50%	NCFM (NSE Certification in Financial Markets) 75.50% from NSE
ADVANCED EXCEL		

Projects

Appraisal of Life Insurance Corporation of India in BBA.

TRAINING & RECRUITING

Understanding the training and recruitment procedures of the organization. Working on The Training & recruitment program of the organization, and to give critical analysis and Suggestions on it.

Financial analysis of private Banks and public banks in M.B.A

Professional Experience

09/2019 – 03/2020

Indore

Human Resources Intern, Shethink Pvt Ltd

- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Update our internal databases with new employee data including contact details and employment forms.
- Collect payroll information such as hours of work done by an employee, details of bank accounts, etc.
- Assist in screening forms and resumes of applicants.
- Address queries and issues of workers when required.
- Assist the HR team in organizing career fairs and special events.

06/2019 – 09/2019

Indore

Recruitment Intern, Mumizzfood - Homemade Food Delivery App

- Screening resumes and application forms
- Prepare HR-related reports as needed (like training budgets by department)
- supporting on onboarding procedures
- identifying potential candidates
- responsible for assisting the human resources department on recruiting processes

11/2018 – 06/2019

Finance Executive, Iksula Services Pvt. Ltd. (Indore)

- Record accounts payable and accounts receivable
- Complete period-end closing procedures and reports as specified.
- Prepare, review, reconcile, and issue bills, invoices, and account statements according to company procedures.
- Classify, code, and summarize numerical and financial data to compile and keep financial records, using journals, ledgers, and/or computers.
- Follow all company policies and procedures; ensure uniform and personal appearance are clean and professional; maintain the confidentiality of proprietary information; protect company assets; protect the privacy and security of guests and coworkers.
- Perform other reasonable job duties as requested by Supervisors.

Languages

• English

• Hindi