

## CURRICULAM VITAE

### **BHAJMEET KAUR**

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#### **CAREER OBJECTIVE**

To be a part of an organization where I can grow in terms of knowledge, expertise and attitude put to an effective of my use analytical abilities and professional competence.

#### **WORKING EXPERIENCE**

- ✓ Working as IT Recruiter with Biz Staffing Comrade Pvt Ltd from 27 November 2019 to till now.

Hiring for Top Product Based Companies.

- Clients Hired For: Amazon, Flipkart, PayU, SuperDaily, Microsoft, Go-Jek, Thoughtspot, Dunzo, GroupOn, Cadence Design Systems and new start-ups.
- Profile Summary: We hire for IT Roles starting from Individual Contributor to Managerial Roles.
- Positions Worked On: SDE I, SDE II, SDE III, SDE IV, Engineering Manager, Senior Development Manager, VP and Director Roles.
- Client Location: We hire for Bangalore, Hyderabad, Chennai, Pune, Mumbai, and Delhi NCR Locations.

Key Responsibilities that I am handling in my current company:

- ✓ Working on various portals like Naukri, LinkedIn and many more.
- ✓ Handling Applicant tracking system (ATS) and recruiting software like iCIMS – Amazon and Greenhouse Recruiting (for Uploading profiles and duplicity check) in Top E-Commerce Companies for recruitment purposes.
- ✓ Directly in contact with Top companies HR's for hiring process, till the joining of candidates.
- ✓ Communicating directly with top companies' professionals who are actively looking for job change.

- ✓ Worked with M/s Support Star Corporate Services Pvt Ltd at the Post of HR from 25 March 2019 to 30 June 2019.

- Clients Hired For: Stanza Living, Microsoft on the payroll of Convergys (**Parent organization: Concentrix**).
- Profile Summary: We hire for IT and Non IT Roles starting from Individual Contributor to Managerial Roles.

- Positions Worked On: Sales Representative, Assistant Sales Manager, Microsoft – Technical Support Engineer MS (Enterprise Platforms Support) EPS/ O365), Windows Server Support Engineer.
- Client Location: We hire for Bangalore, Indore, Dehradun, Pune, Baroda, Coimbatore, Hyderabad and Delhi NCR Locations.

Key Responsibilities that I handled in my previous company:

- ✓ Understanding requirements and identifying vacancies.
  - ✓ Evaluating the need of the clients and delivering the best.
  - ✓ Sourcing, Screening and Shortlisting of Resumes from various portals such as Monster, Naukri. Focus lies on Social Media platforms like LinkedIn, Facebook, etc.
  - ✓ Scheduling Interviews for shortlisted candidates, Follow-up until joining.
  - ✓ Constant Research on talent available in the market.
  - ✓ Maintaining databases of clients and candidates.
  - ✓ Involved in End-to-End Recruitment. Catering to the requirements of all new employees.
  - ✓ Involved in Advertising Client Requirements throughout portals to spread awareness of exciting new Job Opportunities.
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- ✓ Worked with M/s Oorja International at the Post of HR & Admin Executive from 05 May 2016 to 31 October 2018.

Key Responsibilities that I handled in my previous company:

- ✓ Responsible for maintaining the records of office inventory & distributing the stationery as per requirement and keeping the record of it.
- ✓ Follow up with the housekeeping team, maintaining appropriate stock of material required for workers.
- ✓ Maintaining Daily Data Management of employees and workers.
- ✓ Arranging of business cards, I Cards, Gate Pass has been issued to all new joiner.
- ✓ Managing leaves and marking attendance on daily basis.
- ✓ Responsible for end-to-end recruitment Cycle.
- ✓ Search resumes of the candidates from job portals.
- ✓ Planning and structuring of job advertisement on job portals and having tie up with consultancy.
- ✓ Responsible of Salary Distribution.

## HR GENERALIST PRACTICAL TRAINING FROM ASA HR MANAGEMENT NEW DELHI

Statutory Compliance	Salary Processing	Labour Laws
<p>EPF, ESI, Bonus, Gratuity</p> <p>Employer and Employee Applicability &amp; Eligibility.</p> <p>Employer and Employee Contributions in EPS &amp; ESI</p> <p>Employer Contributions in Bonus &amp; Gratuity.</p> <p>Bonus and Gratuity Calculations and Payment.</p> <p>Forms for EPF, ESI, Bonus, Gratuity</p> <p>EPF &amp; ESI online process.</p>	<p>Designing Salary Breakup</p> <p>CTC, Gross and take Home Calculations</p> <p>Calculation of Income Tax, TDS</p> <p>To Maintain Employee Database</p>	<p>Factories Act, Shops and Commercial Establishment Act, Minimum Wages Act, Payment of wages Act, Employee Compensation Act, Maternity Benefit Act</p> <p>Employer and Employee Applicability &amp; Eligibility</p> <p>Obligation on Employer/ HR</p> <p>Important FORMS/ REGISTERS to be maintained</p> <p>Provisions for Employee</p>

## QUALIFICATIONS

### • ACADEMIC

Degree	Board / University	School / College	Year of Passing
Bachelor Of Business Administration	Sikkim Manipal University	Guru Gobind Singh College For Management, Technological & Medical Sciences, Hari Nagar, New Delhi	2014
Intermediate	Central Board Of Secondary Education	Guru Harkrishan Public School, Fateh Nagar, New Delhi	2011
High School	Central Board Of Secondary Education	Guru Harkrishan Public School, Fateh Nagar, New Delhi	2009

## ACHIEVEMENTS

- ✓ Active participant in drama and Gurmat quiz.
- ✓ A good artist at the district as well as interschool levels.
- ✓ Won various prizes in several cultural and co-curricular activities at school and college level.

## COMPUTER SKILLS

- ✓ Good Knowledge of MS Office and Internet.
- ✓ Good Knowledge of English Typing.

## PERSONAL SKILLS

- ✓ Ability to work in a challenging environment.
- ✓ Initiative and desire to do excellent.
- ✓ To learn how to work in team and meet the deadlines.
- ✓ Honed myself to be a good coordinator and team leader.

## LANGUAGES KNOWN

- ✓ English, Hindi, Punjabi and Urdu

## PERSONAL DETAILS

**Date of Birth** : 21<sup>st</sup> March 1993  
**Gender** : Female  
**Nationality** : Indian  
**Marital Status** : Unmarried

I will try my best to serve your esteemed organization with my best of knowledge and efforts.

(Bhajmeet Kaur)