



Poonam Dubey

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Career Objective

Seeking a position in Human Resources and opportunity to make a strong contribution by utilizing and expanding upon related education, skills, experiences and capabilities.

Career Summary

- A performance driven professional with 3+ combined years of experience in HR practice, recruiting, retrenchment, Onboarding, Employee engagement, grievance handling, training and retaining the employees.
- Efficient in planning the organization needs.
- Proficient in supervising the other HR staff.
- Proficient in giving valuable decision and assisting the other departments.
- Expert in taking the order from the seniors and giving the valuable suggestions.

Personal Qualities

- Remarkable analytical, logical and mathematical skills.
- Innovative in assessing the qualities of people.
- Efficient in communicating well in writing and verbal both.
- The ability to motivate and train people.

Key Responsibilities Handled

- Analyze the need of the organization in terms of manpower.

- Make a proper plan to fulfill the need of organization.
- Fill the post of organizations by the recruitment drive.
- Understand the improving areas of organization by taking feedback timely.
- Conduct many programs for motivating and stress busting for employees.
- Make the coordination with the accounts department.
- Keep observing the employee's performance.
- Train the new employees.
- Implemented POSH in the organization.

Computer Knowledge

- Expert in basic use of computer
- Internet savvy.
- Expert in creating webpage by using HTML, Marquee.

Achievements

- Effectively recruited 250 employees in Taj Eduglobe Company.
- Cut down the Onboarding time and utilized for training.
- Attended language enhancement training program.
- Achieved 90% in DCA
- Implemented POSH in Taj Eduglobe Ltd.
- Co-writer of 'The Recruitment Book' with TMI Network, Hyderabad.

Employers

- Working as HR – Induction SPOC in EXL Service Pvt Ltd from 2016 - present.
- Worked as HR Executive in Taj Eduglobe Ltd from April 2016 – November 2016 (Pune Venture got shut- Reason for leaving).
- Worked as Management Link Specialist – Business HR in Xponential Outsourcery from November, 2014 – March, 2016.

Internship Program:

- Worked with WorkMETHODS Pvt Ltd from February, 2014 – October, 2014.
- Worked with TMI Network Ltd as a HR intern from March 2012 – June, 2012.

Academia

- PGDBA in HR. (2012-14).
- MBA from IBS Hyderabad in Human Resource. (2011-12)
- High School & Graduation in B.Com from Symbiosis College of Arts & Commerce. (2011)
- Xth from Bishops' Westcott Girls School. (2006)

Personal Details

Languages Known- Hindi, English, French.

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