

# G. Jayanti Kumari

Hyderabad

9348394166 | jayantikumari579@gmail.com

## Objective

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Seeking a position in a dynamic organisation where I can built my career and work towards building a strong skill set. A hardworking individual looking for a challenging position where I can express my skills to the growth of the organization.

## Education

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- National Institute of Science and Technology** 2021-2023  
MBA - HR
- Berhampur University** 2018-2021  
Bsc - Computer science

## Experience

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- Techno facts solution Pvt Ltd** November 2023 - February 2024  
HR IT Recruiter  
Day to day interaction with supervisor and manage to solve the issues and identified the suitable candidate for the organization.  
  
Sourcing the potential candidates through online channels like naukri, linkedin.  
  
Maintaining database of selected candidates.  
  
Conducting HR interview and salary negotiation.  
  
Documentation with joining formalities, background verification.
- Techally Labs** August 2022 - September 2022  
Human Resource Intern  
Assist with recruitment, including posting job and conducting interviews.  
  
To help onboarding the employee and ensure proper documentation.  
  
Assist with payroll activities, including creating and maintaining employee records.  
  
Assist with training and development activities, such as managing employee.

## Skills

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- Talent Acquisition
- Document verification
- Human Resource Management
- Time Management
- Problem solving

## Projects

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- Recruitment and Selection**  
Conducted a study on recruitment and selection methods in techally Labs

## Achievements & Awards

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- Participated and got award in TFI Fashion Week 2023 at odisha. Awarded 1st position for Throwball competition. Awarded 1st position for inter running competition in school.

## Languages

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- English
- Hindi
- Odia