# Geeta Kumari

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Address: K­36/11 Brahmpuri, East Delhi-1100053

**PROFESSIONAL SUMMARY**

* Completed B.B.A from Guru Nanak Dev University, Amritsar in 2012
* Adroit in sourcing, screening, performance management as well as time management with special focus on team building
* Astute in ensuring smooth implementation of HR systems, policies and procedures including recruitment, talent management, grievance, compensation & benefits.
* Deft in implementing the HR plans and policies in conjunction with the company’s development plan and objectives.
* An analytical thinker with excellent communication, presentation, reasoning & interpersonal skills.

**AREA OF Knowledge**

HR Management

Sourcing and Screening

Recruitment and Selection

Onboarding and Exit Formalities

Offer letter and Joining letter

Employee Engagement

Attendance Management

Salary Disbursement

Client Coordination

**ORGANIZATIONAL SCAN**

**Work Experience**

* From Nov 2019 to till now in Tejarat Advertising Pvt. Ltd. as a HR Executive.
* From May 2019 to Oct 2019 in Progressive Infovision Pvt Ltd. as a HR Executive.
* From june 2018 to May 2019 in start your career consulting services as a HR Recruiter.
* 6 months worked as a Helpdesk Coordinator in WIPRO
* Two years worked as Computer Operator in Garg International.
* One Year worked under Advocate, income tax & sale tax consultant.

**Personal Quality**

Hard Working & Punctual

Marking Cordial Relationship with Colleagues

Possess a positive attitude towards life.

Eager to learn and improve constantly.

Self-Disciplined, Sincere and have an inexhaustible stamina to work.

**SCHOLASTIC**

2012 B.B. A from Guru Nanak Dev University, Amritsar

2009 Intermediate from C.B.S.E Board

2007 High School from C.B.S.E Board

**IT SKILLS**

**MS Office, Advanced Internet Skills**

* **PERSONAL DOSSIER**
* FATHER'S NAME :Mr. Bal Swaroop
* DATE OF BIRTH :28thOctober 1991
* GENDER : Female
* NATIONALITY : Indian
* LANGUAGES KNOWN : Hindi, English