**SurbhiKoul**

E-mail: surbhikoul16@gmail.com

Address: Cherry County, Near Ek Murty chowk, Greater Noida, Uttar Pradesh 201301.

Contact No: +919834450753,

+919419726038 (For WhatsApp)

**Career Objective:**

To associate with a vibrant organization where my skills and creativity can be utilized for achieving organizational goals and maximizing company's profit while providing career advancement opportunities to the undersigned.

**Professional Experience:**

**HestaBit Technologies**

**February2021- till date**

**People Relationship Manager (HR Operations)**

**Top Skills: Employee grievances, Performance Management, Leave and attendance management, Candidate On-boarding, HR Policies, Employee engagement, Exit Interviews, In-house Recruitment.**

**IGMPI (Institute of Good Manufacturing Practices India)**

**August2020- January2021**

**Corporate Resources Manager**

**Top 5 Skills: In-house Recruitment, Candidate On-boarding, Bulk Hiring, HR Policies, Employee Management**

* Promote HR programs to create an efficient and conflict-free workplace.
* Own, manage and drive full life-cycle recruiting process from sourcing to offer acceptance.
* Conduct employee on boarding and help organize training & development initiatives.
* Contributed to various recruiting projects on an as- needed basis.
* Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise.

**KNR Management Consultants**

**Nov2019 – June2020**

**HR Consultant- Global search**

**Top 5 Skills: End to End Recruitment, In-house Recruitment, Candidate On-boarding, Bulk Hiring, Client Management**

* As a Global search consultant, I am responsible for End to End Recruitment and building relationships with candidates as well as clients to sustain the profitability of the business.
* Promote HR programs to create an efficient and conflict-free workplace.
* Coordinating in the on-boarding process with internal team and leading multinational clients and candidates to ensure hassle-free joining for different IT and Non-IT sector requirements.
* Own, manage and drive full life-cycle recruiting process from sourcing to offer acceptance.
* Effectively recruiting candidates through Internet research, social media, internal database, referrals, networking and other strategies.
* Conduct employee onboarding and help organize training & development initiatives.
* Involved in pre-qualification of the candidates and scheduling phone interviews both with Account Managers and the Hiring Managers
* Screening and reviewing candidate profile/resume and evaluating applications work history, education and training, job skills, desired salary/hourly rate, and personal qualifications against open requirements.
* Worked with clients from different domains viz IT, Manufacturing, Pharmaceutical, BFSI, Textiles, BPO, FMCG and Automobile for different projects.

**MPower PlusGroup**

**Feb2018 – October2019**

**HR Specialist- Talent acquisition & Client Engagement**

**Top 5 Skills: Sourcing, In-house Recruitment, Candidate On-boarding, Client Management**

* Own, manage and drive full life-cycle recruiting process from sourcing to offer acceptance.
* Assist with all internal and external HR related matters like employee relations, employee engagement activities to efficient workplace.
* Basic knowledge of PF, ESI, Payroll and Minimum wages.
* Experience in managing employee lifecycle from onboarding, employee relations, employee engagement to exit management.
* Recruiting candidates through Internet research, social media, internal database, referrals, networking and other strategies.
* Communicate, advise and report on sourcing and recruiting strategies, market trends and health of candidate pipeline.
* Negotiate compensation, extend offers, facilitate the placement of candidates.
* Worked on IT, Non IT positions (for both contract and permanent).
* Coordinating with client in terms of submissions and requirements.
* Excellent relationship management skills to develop successful networks within senior management, staffing teams and HR Partners.
* Understanding the key skills required across industries and functional areas.
* Contributed to various recruiting projects on an as- needed basis.
* Ability to organize skills assessment centers (e.g. job simulation activities, psychometric and IQ/EQ tests).
* Worked with clients from different domains viz IT, BFSI, BPO, FMCG and Automobile for different projects.

**Qualification:**

Management Discipline: MBA (HR)

Management Aggregate: 9.3 CGPA

**Software Skills:**

Knowledge of MS word, MS Excel and Operating Systems.

**Projects:**

**Performance Appraisal (Summer Intern)**

The Process of obtaining, Analyzing and Recording information about the

relative worth of an employee, at Park Group of Hospitals, Gurgaon.

**Talent Acquisition (Summer Intern)**

 The Process of Finding and Acquiring Skilled Human Labor for Organizational

purpose and to meet any labor requirement, at WNS global private limited, Pune. .

**Certified Workshops:**

* 2 Days Practical Payroll Management Workshop by Eighth Innovative Consultants Pvt. ltd.
* The Complete Management skills by Udemy

**Achievements:**

* 2nd Prize in INNOVATIA, 2017 organized by Sinhgad Institute of Management.
* 2nd Prize in ZAVIO ‘MANAGEMENT EVENT, (organized by Symbiosis Centre for Information Technology) 2016.

**Extra-Curricular Activities:**

* Participated in 3rd International Conference on STRESS MANAGEMENT(ICSM 2016)

as a volunteer.

* Participated in SinhgadKarandak Sports in Football, 2016.
* Participated in MIT Persona Fest, 2017.
* Participated in KUSHAGRA at SMT. HirabenNanavati Institute Of Management, 2016.
* Volunteered at Red Cross Society, 2015.
* Worked as an RJ in RADIO KASHMIR, 2015.
* Volunteered at The Society of Saint Mary, The Virgin of India.
* Worked as a volunteer in Bal Ashram, 2015-16.

**Top 6 Strengths:**

* Learner.
* Arranger.
* Discipline.
* Analytical.
* Self - Assurance.
* Trustworthy and can build good relations.

**Hobbies:**

Sports (Kick Boxing, Badminton), Reading,Flower Gardening.

In my free time, I pursue my passion for understanding psychology and neuroscience, especially with how they play into creation, innovation, and social media.

**Personal Details:**

Fathers Name: Surinder Kumar Koul.

Date of Birth: 15th April, 1995.

Nationality: Indian.

Marital Status: Married

Languages Known:English, Hindi, Kashmiri, Punjabi and Dogri

Familiar with German, Marathi and Urdu.

**Declaration:**

I hereby declare that the above information provided by me is true to best of my knowledge and belief.

DATE:

PLACE: SIGNATURE