

Prashant Kumar

Career Objective

To become efficient and gain knowledge in developing strategies and communications to help businesses reach and engage their target audiences while utilizing resources more effectively. Highly energetic person, hope to become successful in building and motivating dynamic teams. Cultivating a company culture by applying my skills and knowledge which results in team members feeling comfortable voicing their questions and concerns, as well as contributing new ideas that drive the company growth.

Academic Qualifications

Degree	Board/ University	Year
BBA-Human Resource	CCS University, Meerut	2016-19
12 th	CBSE	2016
10 th	CBSE	2014

Work Experience

- **Senior HR Recruiter at Team Ultima Services Pvt Ltd, Noida from April 2023 – 30th July 2024.**
- Working as a HR Recruiter, sourcing the candidates through job portals, Head Hunting, Team Handling, Screening, Campus Recruitment, Bulk Hiring.
- End to End Recruitment includes sourcing, screening, shortlisting, interviewing, selection, salary/offer negotiation and onboarding.
- Working in domestic process: Like Telecom (Vodafone, Idea), E-commerce (OYO rooms, Flipkart, Jio-Mart, Swiggy), Govt. (UP Dial 112, Goods and Services Tax), Edtech (Vedantu, Edysor study abroad).
- Working on Leadership role such as trainer, team leaders & quality analyst.
- Working with internal recruitment team to close the position as per the business requirements
- Taking care of all the joining formalities including forms, documentation for new hires and rehires.

Current

Address:

605/11 Sain
Vihar near
Crossing
Republik,
Ghaziabad
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+91-8810230300

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Personal Data:

Date of Birth:

13.10.1999

Gender: Male

Nationality: Indian

Marital Status:

Unmarried

Languages Known:

Hindi & English

Key Skills:

Proficient in Bulk Hiring, Sales Hiring, and BPO Hiring, with a strong focus on Talent Management and Manpower Planning. Skilled in effective Communication and adept at utilizing Application Tracking Systems (ATS) to streamline recruitment processes.

Interests:

Dedicated to continuous self-improvement through avid reading of books and political articles. Enjoys spending leisure time in Mathura, fostering personal growth and cultural exploration.

- **HR Recruiter, at Kyana Foods Pvt Ltd (Brand Name – A one Sauces), Noida from Feb, 2021- April, 2023.**
 - Support Sales Bulk hiring of regional sales manager and Area Sales Manager for North India to enable businesses quality resources
 - Support organization review, restructuring, workforce planning, succession planning and other HR related processes
 - Support the process to develop low performing employees to better their capabilities and contribution
 - Shadow the Sr. HR on initiatives like surveys, communication, inter- team synergy – follow up with teams for completion within timelines
 - End to End Recruitment includes sourcing, screening, shortlisting, interviewing, selection, salary/offer negotiation and onboarding.
 - Work closely with Sr. HR/ manager and employees to improve work relationships, build morale, and increase productivity and thereby retention
 - Monitor attrition levels and implement innovative attrition control mechanisms
- **Process Associate at Excellence Claim Services (currently known as Unihealthcare Services Pvt Ltd), Crossing Republik, Ghaziabad from January 2020- December 2020.**

Remote Opportunity / US Inbound – Outbound BPO

Internship

- **HR Management Trainee at Wordsmith Consulting, Indirapuram, Ghaziabad from Sep, 2019 to Dec 2019.**
- Engaged in a dynamic learning experience as a Management Trainee, contributing to various projects under the mentorship of seasoned professionals.
- Participated in a comprehensive training program within the Human Resources department, gaining hands-on experience in various HR functions.
- Assisted in recruitment processes, including candidate sourcing, screening, and interview coordination, ensuring alignment with organizational goals and values.
- Supported HR initiatives such as performance management, employee relations, and organizational development projects.

Positions of Responsibility Held

- Led the College Cultural Team as Captain.
- Served as Captain of the School Quiz Team.
- Founded and led the NGO, 'Just Help Welfare Society', from 2015 to 2017.

Extra-Curricular & Achievements

- Represented the College in SAMATVA SPARDHA for Business Plan at AKGIM, Ghaziabad, 2019
- Secured 2nd Place in Inter College Debate at ABES Engineering College, Ghaziabad, 2017
- Represented the school in Quiz Competition, 2015
- Achieved 1st Position in on-the-spot essay writing Competition, 2014

I hereby declare that the above furnished details are correct to the best of my knowledge.

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