

# Goldee Kumari

Gurgaon, 122003, India

Phone: +19798682836

Email: goldeekumari75@gmail.com

LinkedIn: linkedin.com/in/goldee-kumari-071458222

---

## Profile Summary

Dedicated and results-driven HR professional with 3 years of experience in various HR functions. Proficient in recruiting, onboarding, employee relations, and performance management. Strong communication and interpersonal skills with a proven track record in fostering positive work environments.

## Experience

### Human Resource Executive, SS Overseas

MAY 2024 – PRESENT

- Gurgaon
- Develop and implement recruitment strategies to attract, evaluate, and retain top talent across US, UK, and AUA markets, ensuring alignment with organizational goals.
- Source candidates through multiple channels, including job boards, social media platforms (LinkedIn, Indeed), industry-specific forums, employee referrals, and networking events.
- Screen resumes and conduct initial interviews
- Coordinate and manage the full-cycle recruitment process, including posting job openings, candidate shortlisting, interviews, offer negotiation, and onboarding.

### Human Resource Executive, Hair Original

Feb 2023 – MAY 2024

- Gurgaon
- Develop and implement recruitment strategies to attract and retain qualified candidates.
- Source candidates through various channels, including job boards, social media, and networking.
- Maintain and update employee records and databases.
- Help with the processing of payroll and addressing payroll-related inquiries.
- Assist in maintaining the Human Resource Information System (HRIS).

### HR Recruiter, Dream Big IT Solutions

Oct 2022 – Feb 2023

- Gurgaon
- Analyse job orders thoroughly to gain a comprehensive understanding of the client's specific needs and requirements.
- Evaluate various options and determine the best strategies to fulfill the job requirements effectively.
- Identify and source top candidates through resume analysis.
- Build and maintain relationships between clients and candidates to ensure successful partnerships.

### HR Recruiter (Trainee), Extramarks Education

Apr 2021 – Apr 2022

- Lucknow
- Identified vacancies and prepared job specifications and descriptions for potential candidates.
- Advertised requirements and shortlisted candidates.
- Arranged and conducted interviews, and made final hiring decisions.

## Recruiter (Intern), Amiable Services Pvt Ltd

Feb 2021 – Apr 2021

- Gurgaon
- Analyzed job orders to fully understand clients' specific needs and requirements.
- Updated job descriptions to meet explicit client requirements.
- Identified and sourced top candidates through resume analysis.

## Freelancing Recruiter, Various Companies

- Managed end-to-end recruitment for various positions for companies such as Jaggi Brothers, Fakirakart, Wheebox, and Studykosh.
- Conducted resume analysis, identified top candidates, and built relationships with clients and candidates.

## Education

### B.B.A; B.M.S, Invertis University

- 2019 – 2022
- Relevant coursework or honors

## Key Skills

- Recruitment and selection
- Onboarding and training
- Employee relations
- Administration activities
- Offboarding
- HR strategy
- Performance management
- Conflict resolution
- HRIS (Human Resource Information System)

## Additional Skills

- Expert: Recruitment
- Intermediate: Korean language
- Basic: Designing

## Licenses & Certifications

- Human Resource Management, SHRM 2024
- HR Strategy, HRCI 2024
- Korean Language, BSL 2024