

RESUME

Khushbu Kumari

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PROFILE : Experienced Senior HR Executive with three years of proven success in talent acquisition, staff management, and optimizing administrative processes. Specializing in nursing recruitment and on-boarding, I am dedicated to fostering positive employee relations. Proficient in scheduling, compliance documentation, and enhancing operational efficiency, I leverage strong communication skills to facilitate collaboration between healthcare and administrative teams. A proactive problem solver, I am committed to driving organizational success through effective HR strategies.

KEY SKILLS

- ✓ Talent Acquisition, Time Management,
- ✓ Excel,PPT,MS Office,
- ✓ Power Point, All Hr Latter,
- ✓ Employee Sourcing,Planning,
- ✓ Good Communication Skills.
- ✓ Positive Attitude.
- ✓ Punctual of Time
- ✓ Smart Work.

EDUCATIONAL QUALIFICATION :

- ✓ 2019-2021: MASTER OF HOSPITAL ADMINISTRATIONN (MHA) FROM KIIT UNIVERSITY
- ✓ 2014 -2018: B.SC FROM JIWAJI UNIVERSITY
- ✓ 2012-2014: HIGHER SECONDAR EXAMINATION BOARD

TECHNICAL QUALIFICATION :

- ✓ *One Year Diploma in Computer Applications.*

EXPERIENCE SKILL

Recruitment and Selection:

- ✓ **End-to-End Employee Life Cycle Management:** Oversee recruitment from sourcing to Onboarding.

- ✓ **Interview Planning:** Organize and coordinate interview schedules.
- ✓ **Candidate Sourcing:** Using platforms like Naukri and LinkedIn, along with referrals and college placements,
- ✓ **Screening & Shortlisting:** Evaluate resumes and conduct interviews.
- ✓ **Salary Negotiation:** Facilitate discussions on compensation packages.
- ✓ **Reference Checks:** Perform thorough reference and background checks.
- ✓ **Document Verification:** Ensure compliance with documentation requirements in consultation with management.

HR Coordination:

- ✓ **HR Documentation:** Handle all HR letters and communications.
- ✓ **Employee Management:** Address issues related to absconding employees and manage staff complaints.
- ✓ **Attendance Management:** Maintain attendance records for the nursing department.
- ✓ **Leave Management:** Oversee employee leave requests and records.
- ✓ **Data Management and Reporting:**
- ✓ **Database Management:** Maintain HR records and employee databases.
- ✓ **Reporting:** Prepare daily, weekly, and monthly data reports.
- ✓ **Health Check-Up Records:** Maintain records for annual health check-ups for employees.
- ✓ **Outsourcing:** Employment bill checking and payment
- ✓ **Employee Services:** Handling stamp and visiting card requests
- ✓ **Accommodation Management:** Nursing hostel complaint resolution Issue resolution
- ✓ **Compensation and Benefits:** Salary breakup knowledge (calculation)

Software Proficiency:

- ✓ **Hospital Software:** Experience with Oracle, MIS, and greytHR for HR functions.
- ✓ **Technical Skills:** Proficient in MS Office (Excel, PowerPoint) and WPS applications.
- ✓ **Employee Orientation and Compliance:**
- ✓ **Orientation:** Facilitate the on-boarding process for new employees.
- ✓ **Audit Experience:** Participate in NABH and Nursing Excellence audits.
- ✓ **Online Portal Management:** Handle registration processes on DNC and DMC online portals.

Presentation Skills:

- ✓ **Monthly Review Meetings:** Prepare and present findings effectively in meetings.
- ✓ This summary effectively captures your capabilities and experiences in HR management. If you need further refinement or specific assistance, let me know

WORK EXPERIENCE (3.9yr)

- ✓ **Fortis Hospital Shalimar Bagh, Delhi :** I have practice as a Hr Internship From (25/01/2021 to 31/08/2021)

- ✓ **Bhagwati Hospital Rohini West, Delhi** : 6th Months Work Experience as a HR Recruitment (01/09/2021 to 20/3/2022)
- ✓ **Fortis Hospital Shalimar Bagh, Delhi** : 2.3yr work experience as a Nursing Administrator officer (21/03/2022 to 30/06/2024)
- ✓ **Venkateshwar Hospital** : Now Working Sr HR executive From (01/7/2024 to Still)

PERSONAL PROFILE :

- ✓ Nationality : Indian
- ✓ Religion : Hindu
- ✓ Gender : Female
- ✓ Marital status : Unmarried
- ✓ Date of birth : 12th/Sep/1996.

DECLARATION

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge. I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

Date: 22-09-2024

Place : Delhi

(Khushbu)