

# BHUBNESH KUMAR

## HR PROFESSIONAL

### CONTACT

8368442315

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Mayur Vihar 2, Delhi 110091

### SKILLS

Recruitment

Negotiations

Retention

Employee Engagement

### EDUCATION

**B.Voc (Software Development)**

**Ambedkar Institute of Technology**

2018-2021

Secured 1st Rank in college with 8.8 CGPA

**10+2 (CBSE Board)**

**AVB Public School**

2004-2017

Completed 10+2 with science stream

### LANGUAGES

English 

Hindi 

Haryanvi 

### PROFILE

HR Professional with More than 3 Years of experience across all HR verticals from Recruitment to Onboarding, Negotiating, Retention, Exits, PIP, Employee Engagement and Many more. Working in the corporates as well as startup, I have acquired excellent knowledge and working skills of HR domain overall.

### WORK EXPERIENCE

#### Sr Executive HR

Pacific Access Healthcare Dec 2023- Present

- Working for recruitment for Medical billing profiles for Noida office.
- Fulfilling targets with respect to SOP and TAT guidelines created by the company management.
- Validating the salary and documents at the time of joining
- Onboarding formalities and deployment.

#### Sr Executive HR

Corro Health Jan 2023 - Oct 2023

- Managing overall HR Functions including Recruitment, Onboarding, PIP Calls, Retention Calls, Employee engagement etc. on a daily basis.
- Finding and fitting new talent for the organization at a Bulk hiring level.
- Hiring for AR and Billing profiles for Noida branch as well as Hyderabad and Chennai Branch.
- Acting as a Generalist, increasing retention rate for the organization

#### Executive - HR

Square Yards Jan 2022 - Dec 2022

- Hiring for sales profile from Executive to Regional Head/ Vice President level for the organization.
- Hired for multiple branches like Noida, Bangalore, Mumbai, Pune, kolkata, Hyderabad etc. for the organization to set up and expand these branches.
- Top performer in the HR team for 6 consecutive months with highest number of joinings and retention rate.

#### HR Executive (HRBP)

Monktree Aug 2020 - Jan 2022

- Started as an Intern and got a PPO from the organization
- Acting as a HRBP, we were handling the day to day HR activities of the organization single handed.
- Creating training module for Interns/Freshers joining the organization.
- Initiating PIP and Handling Payroll for the organization
- Software Used for Payroll : Keka HR and Kredily

# BHUBNESH KUMAR

HR PROFESSIONAL

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TO WHOM IT MAY CONCERN,

I'm contacting you regarding your advertisement for the Human Resources opening listed on your website. My interest in this position stems from my belief that I have the right combination of relevant staffing experience, communication skills, and high levels of organization that make me a superb candidate.

To date I feel my strongest abilities are:

- Increasing employee retention by rigorously maintaining a positive work environment
- Developing targeted outreach recruitment programs to recruit the best talent and meet all departmental hiring requirements
- Creating user-friendly application forms and questionnaires to be used by the organization during staff recruitment and interviewing.
- Arbitrating labor disputes in collaboration with the legal department.

I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills. I feel that a relationship with your company would be mutually beneficial, as my educational background, HR experience, and qualifications would make me a perfect fit for your Human Resources position, and would also allow me to refine my skills in a new working environment.

In closing, I would like to thank you for your time and attention, and I hope to have the chance to discuss the opening with you in person.

SINCERELY,



BHUBNESH KUMAR

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