

Human Resources Executive

Rahul Kumar

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Professional Summary

Results-driven Human Resources Professional with a strong focus on building successful teams within the organization. Over 2 years of experience managing end-to-end hiring and HR operations, ensuring seamless alignment with business goals. Proficient in hiring talent across IT and non-IT domains, fostering a robust workforce for organizational growth. Adept at streamlining HR processes and maintaining an efficient staffing pipeline to meet internal requirements effectively.

Key Skills

End-to-End Recruitment

Onboarding & Exit Formalities

Attendance & Leave Management

Employee Engagement

HRIS Management

Query Management

Work Experience-

S.O INFOTECH PVT LTD (DUCAT INDIA)

Designation: HR Executive

Location: Noida

Tenure: September 2023 - Till Date

Roles & responsibilities:

Talent Acquisition:

Manage the end-to-end recruitment process, including job posting, sourcing, screening, interviewing and onboarding.

Utilize various recruitment channels like Naukri, LinkedIn.

Employee Relations:

Foster a positive work environment by addressing employee concerns and resolving conflicts in a timely and effective manner.

Maintain strong relationships with former employees to enhance alumni engagement and leverage potential future opportunities.

HR Policy Implementation:

Ensure compliance with company policies and procedures.
Update and communicate HR policies to employees and provide guidance on HR-related matters.

Training and Development:

Identify training needs and coordinate the delivery of training programs to enhance employee skills and career growth.

HR Administration:

Maintain accurate and up-to-date employee records and HR databases.
Handle HR documentation, including employment contracts, offer letters and other related paperwork.

HR Metrics and Reporting:

Prepare and analyze HR reports and metrics to support data-driven decision-making.
Present HR analytics to senior management for strategic planning.

HIRE HUB IT SOLUTIONS

Designation: Recruitment Specialist

Location: Faridabad

Tenure: Nov 2023 – March 2023

Roles & Responsibilities

- Managed end-to-end recruitment processes, including sourcing, screening, scheduling interviews, and ensuring successful onboarding of candidates.
- Coordinated effectively with hiring managers and company HR teams to understand staffing needs and ensure seamless communication.
- Delivered daily candidate profiles to meet staffing timelines and maintain a consistent talent pipeline.
- Maintained an organized workflow to ensure timely and efficient recruitment operations.
- Provided regular updates to stakeholders on hiring progress and addressed any recruitment-related challenges proactively.

UNIVERSAL TRIBES

Designation: HR Mentor (Intern)

Location: Pune, Remote

Tenure: June 2022 – Aug 2022

ROLES & RESPONSIBILITIES

- Recruited Sales and Marketing interns through LinkedIn to build a strong and capable team.
- Managed and mentored a team of 8-9 interns, providing guidance and support in their roles.
- Assisted interns in achieving their sales and marketing targets.
- Monitored individual and team progress, ensuring alignment with organizational objectives.

Education Summary

Exam	Year	College & Board
PG (MBA) (HR & Marketing)	2023	YMCA Faridabad
UG (BA)	2021	MDU
INTERMEDIATE	2016	CBSE

Personal Information

Father's Name: Mr. Kishore Kumar

Date of Birth: 13th December 1998

Marital Status: Single

Nationality: Indian

Languages Known: English, Hindi and Punjabi

Address- Faridabad, Haryana

Declaration

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

Date:

Place:

Rahul Kumar