

Jaya Kumari

Sr. HR Executive



Professional synopsis

- A dynamic & competent HR Professional offering 4+ years of experience in talent acquisition.
- Dedicated Talent Acquisition Specialist successful at managing full recruitment life cycle
- Expertise in handling end to end IT Recruitments.
- Successfully hired Mid to Senior levels roles, Professional and well trained for technical recruitment. Specialized in hiring through job portals and Social Media Networking.
- Experience in handling all level of Recruitments (IT/Non-IT)
- Target oriented & Process driven with ability to take up challenges and perform in changing work environments.
- Strong interpersonal skills with inherent focus on quality, rapport and relationship building.



Experience

Organization: Platinum MotoCorp LLP (Authorized Dealership of Maruti Suzuki India Ltd.)

Designation: Sr. HR Executive

Tenure: December 2023-Current

Key Skills

- To search for quality candidates through intensive research, direct contact, the Internet and also through employee reference to identify individuals with leading-edge skills.
- Searching for matching potential candidates for current openings utilizing different sources like employee referrals, company website, consultant referrals, advertisement.
- Screening and Shortlisting candidates according to requirement Scheduling and coordinating the interviews.
- Obtaining the feedback from the interviewers and analyses the gaps of the feedback Taking HR round interviews for Salary negotiations and finalization of all the candidates Handling employee referrals recruitment.
- Schedule, conduct and coordinates Walk-in interviews.
- Worked as Induction support for new entrants in the company Coordinating the formal procedure of the candidate joining.
- Used to interview several candidates in a day, short list them and then do the final selection.



Contact

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Education

MBA HR & Aviation

Banasthali University,

Raj 2013-2015

BBA

Banasthali University,

Raj 2010-2013



Organization: GIIT Solutions, Gurgaon
Designation: HR Executive
Tenure: November 2021 – December 2023

Key Skills

- **End to end recruitment:** Sourcing, staffing, scoping and on boarding candidates.
- **Screening:** Shortlisting candidates sourced through portal (Naukri, Monster, LinkedIn) and validating them on their experience and interest on the role.
- **Lateral Hiring:** Identifying right candidates with required skill set and experience and make sure that it should match with the requirement as per the job description.
- **Staffing:** Preparing requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing. Shortlisting the profiles sourced and sending it to the respective hiring managers.
- **Hiring inputs:** Meeting hiring managers to understand niche skills profiles.
- **HR Round:** Conducting HR round for the selected candidates and negotiating salaries on company standards.
Promptly informing the rejected candidates about the reason for the rejections.
- **Vendor Management:** Coordinated with various manpower consultants to procure resources for its operations across India, general screening of the candidates' profile, shortlisted them for the interviews, worked on different portals.
- **Background verification:** Background verification was carried out of the employees as per the policies, education, experience



Technologies Hired For

- **Java Tools:** Core Java/ J2ee/ JSP/JSF/Servlets/Java Script/ Spring/Hibernate/ Struts/ Web Services/Microservices/MVC.
Exp: Fresher to 7 Years
 - **Microsoft Technologies:** .Net/ ASP.NET 4.0/4.5, C#.NET.
Exp: 5 Years & Above
 - **Testing Tools:** Automation/ Manual/Performance / Mainframe/ ETL/ Functional / Database/ UAT, QA/QTP.
Exp: Fresher to 5 Years
 - **DevOps Engineer:** DevOps, Aws, Cloud, Kubernetes, CI/CD Pipeline, Data Base, Linux
Exp: Fresher to 4 Years
 - **PHP Developer:** Core PHP, Laravel, CodeIgniter, Git, Mercurial, CVS, and SVN.
Exp: 5 Years & Above
- DOMAINS-** Health care, Engineering and Manufacture, Software Services



Organization: Air India SATS Airport Services Private Limited
Designation: Customer Service Assistant
Tenure: August 2015 – August 2017

Key Skills

- Responsible for the successful management of shift in absence of Duty Officer.
- Implement innovative procedures to support immediate business needs, train and shadow new employees.
- Implement and maintain the processes needed for meeting airline specific SLAs & SOPs.
- Use Microsoft Office or appropriate software and application to assemble, ruminant and

format data, information and statistics as well as generate standard reports as required

- Ensure that frequent flyer programs of the airlines are professionally handled.
- Handle denied boarding process and compensation.
- Directs passengers from aircraft through controls.
- Arrange for transfer desk/connection services and baggage recheck.
- Initiate pre-flight/post-flight work.
- Meet Arrival flight and prepare & handle MHB reports/cases professionally.
- Ensure proper and correct information/guidance to passengers.
- Consult Supervisor in case of difficult situations.
- Handling delayed and cancelled operations.
- Awareness/implementation of policies and procedures of the airlines.
- Maintain proper communication with the supervisor. Develop teamwork to have smooth handling.
- Coordination with colleagues in various areas for on time departure.
- Responsible and accountable for overall quality, safety and security of operations in the assigned area of work.
- Responsible for reporting to his supervisors' occurrences, events, violations and acts that may affect safety, security and company reputation.



Declaration

I hereby declare that the information furnished above is true the best of my knowledge.

Date:

Place: