

Puja Kumari

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CAREER OBJECTIVES

Dedicated IT and Non-IT Talent Acquisition specialist with 2 years 10 months of experience seeking to leverage my technical knowledge and recruiting skills to contribute to a dynamic organization's growth. Aiming to utilize my expertise in sourcing, screening, and hiring top-tier talent to build high-performing teams in a fast-paced technology environment. Eager to contribute to an organization's success by attracting and retaining top talent across various technical and non-technical roles and departments.

KEY SKILLS

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|----------------------|--|
| Technical Skills: | MS OFFICE, Data Analysis |
| Soft Skills: | Communication, Time management, Leadership, Team Work, Proactive |
| Organization Skills: | MS Outlook, HRMS, Job Portal Handling, Screening and sourcing Resume, HR Operations, Performance Appraisal Process, Query Handling, Recruitment, Employee Exits Process |

PROFESSIONAL EXPERIENCE

Drop The Q **Jan 2023 – Current**
HR Executive

- Oversaw full-cycle recruitment efforts for IT and Non-IT positions.
- Managed complete recruitment lifecycle, sourcing top talent from diverse channels.
- Handled job portals (Naukri, LinkedIn, Foundit, etc.) for candidate sourcing.
- Conducted onboarding, document verification, and employee engagement activities.
- Scheduled interviews and managed grievance handling processes.
- Developed and implemented employee performance management systems.
- Provided guidance on business unit restructures, workforce planning, and succession planning.
- Managed employee exit processes, ensuring smooth transitions and compliance with company policies.

North Talent Group **Dec 2021 – Dec 2022**
Recruitment and Staffing

- Successfully sourced, screened and recruited a diverse pool of candidates for various positions, resulting in increase in overall recruitment pipeline.
- Developed and implemented recruitment strategies, such as utilizing social media platforms and attending networking events, leading to an increase in the quality of candidates.
- Recruited candidates for reputed companies across PAN India.
- Worked on profiles including JAVA, DevOps Engineer, Technical Support, Selenium, Software Engineer, Database Engineer, etc.
- Developed and maintained strong relationships with hiring managers and key stakeholders, ensuring a thorough understanding of their staffing needs and effectively filling positions within tight timelines.

EDUCATION

PGDM/MBA **2020 – 2022**
Noida Institute of Engineering & Technology

Bachelor of Arts (BA) **2016 - 2019**
RBM College, Patna

CERTIFICATION

Business Analyst Certification Program

Jan 2024 - Ongoing

- Currently enrolled in UpGrad's Business Analyst Certification Program, enhancing skills in data analysis, project management, and business process improvement.
- Developing proficiency in key business analysis tools and techniques, including requirements gathering, process mapping, and data visualization.
- Strengthening capabilities in statistical analysis and predictive modeling to drive data-informed business decisions.

Human Resource Management

- Developed practical skills in HR strategy, analytics, and legal compliance
- Completed case studies and projects applying HRM principles to real-worlds scenarios.

PERSONAL PROFILE

- Father's Name : Rajesh Kumar Yadav
- Mother's Name : Dharamsheela Devi
- Date of Birth : 22/01/1997
- Nationality : Indian
- Known Languages : English, Hindi
- Current Address : G- Block, Alpha 2, Greater Noida, Uttar Pradesh, India
- Permanent Address: New PunaiChak, Boring Canal Road,, Near Basawan Park, Rajbanshi Nagar, Patna, Bihar
- Email : kumaripuja20011997@gmail.com
- Mobile No. : +91 7632812761

HOBBIES / EXTRA CURRICULAR

- Reading Books
- Listening Songs
- Travelling
- Cooking
- Photography