



# KUSUM

## ASSOCIATE TALENT ACQUISITION

### PROFILE

Dynamic Talent Acquisition HR professional with 3 years of experience in recruiting top talent across various industries. Proficient in sourcing, interviewing, and onboarding candidates, ensuring a seamless hiring process. Skilled in utilizing recruitment technologies and social media to attract high-quality applicants. Committed to building strong relationships and contributing to organizational growth.

### WORK EXPERIENCE

#### Posiflex India Pvt Ltd, Delhi

AUG 2023 - PRESENT

##### Associate Talent Acquisition

- Leading end to end recruitment cycle for IT & Non-IT job roles across the organization.
- Handled and maintained effective relationships with multiple vendors to ensure seamless collaboration and service delivery.
- Plan & execute interviews and selection procedures, including screening calls, assessments, technical & HR interviews.
- Managed candidate onboarding and conducted induction sessions for smooth integration.

#### Dew Solutions Pvt Ltd, Gurgaon

SEP 2021 - JUNE 2023

##### HR Executive

- Co-ordinated with various stakeholders including directors & hiring Managers for staffing needs.
- Ensuring to deliver the best candidate experience from the time of connection, through their technical discussions & until their smooth onboarding with the company.
- Conducted various events and team-building activities to ensure collaboration and integration among employees and leadership.
- Conducted multiple campus recruitment drives.
- Managed the ATS to identify and secure the right candidates.

#### Hagnox Edu Pvt Ltd, Delhi

MAY 2021 - AUG 2021

##### HR Executive

- Scheduled interviews, resumes screening, collated data, initiated onboarding process, documentation.
- Connecting to various clients for building recruitment relationships.

### REFERENCE

#### Protiva Biswas

Associate Team Lead, Dew Solutions

Phone: +91 9625790273

Email: [protivab@dewsolutions.in](mailto:protivab@dewsolutions.in)

#### Aalaap B R

Team Lead, Posiflex India Pvt Ltd

Phone: +91 9482096139

Email: [aalaap.br@posiflexindia.com](mailto:aalaap.br@posiflexindia.com)

### CONTACT

+91 9594566872

[kusum291196@gmail.com](mailto:kusum291196@gmail.com)

Sector 44, Noida

[in Kusum](#)

### EDUCATION

#### 2019 - 2021

DR. APJ ABDUL KALAM TECHNICAL UNIVERSITY, LUCKNOW

Master of Business Administration - 79%

#### 2014 - 2017

MUMBAI UNIVERSITY

Bachelor of Management Studies - 76%

### SKILLS

- Ownership
- Employee Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

### CERTIFICATIONS

- Diploma in Human Resource
- Diploma in Foreign Trade