



SUNITA KUMARI

Mob no .: 9535844284,7204901185

E-Mail: sunitakumari1211@gmail.com

Career Objective

To be associated with a progressive organization that gives scope to apply my knowledge and skill and to be a part of a team that dynamically works towards the growth & aim to respond to challenges and make a profound contribution to the organization.

Academia

Examination	Board/University	School/College	Year of Passing	Percentage
MBA (H.R & FINANCE)	VTU	Impact Institute of Management Bangalore	2017-2019	57.92
B.B.A	Allahabad University	Cimage College	2014	62
I.COM	BSEB	Siddharth mahila	2011	60
S.S.C.	BSEB	Hartmann Girls High school	2009	64

PERSONAL SKILLS

- Quick Learner
- Self Confidence & Positive Attitude
- Highly Self-motivated
- Ability to work with Team

Seminar

→ Attended many seminar based on academics in school time.

EXPERIENCE

1. BBA worked as HR Executive at Suraksha Paints Pvt.Ltd.(3/2 /15 To 30/12/16)

1. Reporting of Sales Officer Morning and Evening
- 2 Cv Shortlisted From Naukri.com Related Sales officer.
3. Prepare Report and Submit to Hr manager
4. Manage employees' grievances and etc.

2. Hr Executive at Key Resources Manpower Consultancy Dec 2019- April 2020

1. Matching job Description and job specification.
2. Sourcing candidate
3. Made 200 calls a day
4. Explaining to candidates about the role and Closing and submitting the profile

3. (Worked as Hr Specialist at Millions Talents Consultancy Pvt Ltd 20 Nov 2020 To Till Date)

My Role and Responsibility in Current Company

1. Sourcing Potential Candidates from Various Portal
(eg. Naukari, Shine.com, Fresher worlds, Monsters.com etc)
2. I am Working with all the banking institutions like kotak Mahindra bank, Jana small finance bank , ICIC Prudential life, Tata ALG general insurance Tata Aia insurance , Canara HSBC Life insurance, equities small finance bank , AU small finance bank etc.
3. Craft recruiting email to attract passive candidates
4. Interview candidates (Via. Phone, Videos, and in Person)
5. Advertising job Openings on Company's careers Page , Social media , Job Boards and internally.
6. Shortlisting of qualified Candidates to hire Managers.

IT Skills

Completed Advance Excel Course

- DCA 6 months
- SPSS workshops.
- Tally
- Excel

Extra Curricular Activities

- Participated in Dance & Sports events conducted in Colleges
- Participated in Management Fest & Inter College a Fests

Trainee Activities

Name of Co. : HINDUSTAN NEWSPAPER. (Patna)

Project Title : Sells executives internship

Name of Co. : Pantaloons (Patna)

Project Title : Sells executives internship

Name of Co. : Vijaya Bank (Bangalore)

Work Profile : Management Trainee

Personal Dossier

Date of Birth : 12th Nov 1994
Hobbies : Listening Music,
Languages Known : English, Hindi
Father's Name : Mr. Brij Nandan Prasad Singh

Permanent Address : Indrapuri Road No. 4 House No-52
p.o-Keshri Nagar patna 800024

Present Address : Sriven Towers,Block B,1st Cross,
560037,Lakshmi Layout Gandhi Nagar
,Bengaluru Karnataka

Declaration

I hereby declare that the above information furnished by me is true to the best of my knowledge and belief.

Place: Bengaluru

(Sunita Kumari)