



## SUNITA KUMARI

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

### 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***

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Completed Advance Excel Course

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

***Extra Curricular Activities***

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

***Trainee Activities***

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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*

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Date of Birth : 12<sup>th</sup> 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,1<sup>st</sup> Cross,  
560037,Lakshmi Layout Gandhi Nagar  
,Bengaluru Karnataka

## *Declaration*

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

**Place: Bengaluru**

**( Sunita Kumari)**