

POONAM BAL

Human Resources

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EXPERIENCE

Human Resources

EducoHire

03/2021 - Ongoing

- Conducted **50+ applicants** pre-screening and interviews.
- Researched job descriptions and qualifications for matching with appropriate candidates.
- Provided assistance with applicant testing, skill set checks, background checks, and reference checks.
- Researched applicants in communications with Internet sites, colleges, and community service organization.
- Furnished administrative support and advice to human resources staff as required.

EDUCATION

Certified Management Accountant

The Institute of Cost and Management Accountants of India(ICMAI)

2019 - Ongoing | Bhubaneswar

- Achieved *Exemption* in **2 subjects**

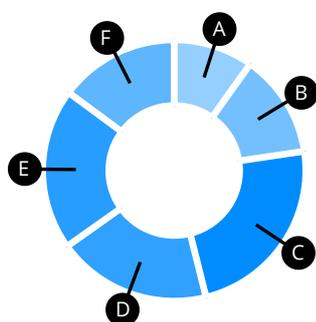
B.Com

Sai International College of Commerce & Economics

2016 - 2019 | Bhubaneswar

- *Handled a team* of **30+ people** for a business event

MY TIME



- A Prepare my daily to do list
- B Fight fake news
- C HR Operations
- D Networking
- E Family
- F Practice gratitude

PASSIONS



An active reader of business blogs



Music

LIFE PHILOSOPHY

"If more women are in leadership roles, we'll stop assuming they shouldn't be"

STRENGTHS



Problem-solver

Always chose the best solution to the issue at hand and implemented it with success



Analytical

Constantly thinking of ways to improve the process

SKILLS

Human Resources

Recruiting

Onboarding

Zoho Recruit

Teamwork

Tech

MS Office

Power Bi

Tableau

MOST PROUD OF



Taught English to 50+ students which help them *crack their first job*.



Provided academic support for *80+ risk primary school students* through comprehensive after-school program

FIND ME ONLINE



linkedin.com/in/poonambal/