

Kartikey Kumar

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Career Objective (optional): I'm a highly driven recent business school graduate looking for the opportunity to use my knowledge and skillset in human resources. I'll be able help your organization increase efficiency in recruitment, formulate and apply employee engagement programs and work in various HR functions, which is why I am writing to you !

EDUCATION

University of Lille, Lille, FR **2022-2023**

Masters in Management Studies | Major: Global E-Business

IIM Nagpur, Nagpur, IN **2021-2023**

Masters in Business Administration | Major: Human Resources

Galgotias University, Greater Noida, IN **2017-2021**

Bachelors in Technology | Major: Electronic and Communication Engineering

WORK EXPERIENCE

CompanyStore.IO, Bangalore IN **April 2022 – June 2022**

Human Resources Intern

- Created set of policies and processes for the employees and managers to look up to in case of a conflict
- Spearheaded the initiative of Check-Ins, an activity focusing on employees' personal and professional growth
- Formulated and formalized Job Descriptions and salary bands for the various positions at Company store

Skills Learnt: HR Policy Designing, Employee Satisfaction, Grievance Redressal, etc

Social Parindee, Remote **October 2021 – December 2021**

Human Resource Intern

- Conducted over 40 telephonic interviews a day while sourcing profiles from various portals increasing the efficiency of the recruitment process
- Managed a team of 4, while being responsible for training and reporting of under links.
- Followed up and assisted new interns from hire to retire while managing the vacancy and HR communications

Skills Learnt: Recruitment, Organizational Leadership, Training, etc.

Leadership & Activity

Galgotias University **May 2019 – Apr 2021**

Placement Committee

- Assisted and negotiated placement for over 60 students while maintaining record of recruiters and students

Coordinator Engineer's Day

- Procured over 200 students to participate in various curricular and extra-curricular activities

Volunteer Make A Ton 2019

- Procured participants from across 50+ colleges in New Delhi and assisted participants in seamless experinec

Skills Learnt: Insight's analysis, email marketing, etc.

Skills & Interest

- Technical: MS Office, Project Libre, SAP, Content Writing and SEO,
- Languages: English (Native Language),
- Interest: Football, Spy movies, Working with people with different cultures