

Jyoti Kumari

Professional Title

An HR Professional with 2 years of experience in L&D, HR Operations, Talent Acquisition, Employee engagement & Onboarding



✉ jyotijha0918@gmail.com

📍 Q.No - K2: 39N40, Tube Baridih, Near Sharp Computer, Jharkhand, Jamshedpur, India

🌐 linkedin.com/in/jyoti-kumari-

📞 +91 8210770576

📺 www.youtube.com/@JyotiJha

📷 instagram.com/jyoti.jha_?igshid=Yjk4NWM2ZWVkmw==

WORK EXPERIENCE

Human Resource Analyst Deloitte USI

08/2022 - Present

Hyderabad

Responsibilities :

- Working on respective portals to make required changes of the tentative candidate hiring status
- 1st stage verification of documents received by candidates
- Preparing reports which contain New Joiners data (Aventure report, HROL report, OL report)
- Coordinating with respective recruiters to gather missing documents from the candidates
- Handling New Hire onboarding queries as well as stakeholders' queries
- Hosting virtual onboarding webinars for new joiners
- Verification of mandatory compliance documents of new joiners to confirm their joining
- Organizing employee engagement activities amongst different team

Human Resource Trainee YASH Technologies

09/2021 - 07/2022

Hyderabad

Responsibilities:

- Worked on Training Need Identification Process
- Managed E2E Internal & External Training Program
- Worked on Employee Engagement Initiatives
- Managed works on LMS
- Managed Sponsorship letters for Certifications
- Handled Reimbursement claims for External Trainings
- Managed Audit Reports & Part of Audit Calls

Human Resource Intern TATA Steel

06/2020 - 08/2020

Jamshedpur

Responsibilities:

- Benchmarked the External Recruitment Process of Various Organisations
- Conducted Survey for Newly Joined Employees
- Identified and Suggested area of Improvement to Make External Recruitment Process More Effective

SKILLS

Excel

Powerpoint

LMS

Word

Corporate Communications

Talent Acquisition

Performance Management

Talent Services

Learning & Development

Employee Engagement

EDUCATION

PGDM (06/2019 - 06/2020)

- College - Indira School of Business Studies - Pune
- Course - Human Resource
- Cleared by 78.9%

B.COM HONS (ACCOUNTS) (06/2015 - 06/2018)

- Karim City College - Jamshedpur
- Cleared by 64%

12th - Commerce (04/2013 - 04/2015)

- Mrs. KMPM Intercollege - Jamshedpur
- Cleared by 63%

10th - SSC (03/2012 - 03/2013)

- Indira Vidya Jyoti High School - Jamshedpur
- Cleared by 57%

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Maithili

Full Professional Proficiency

INTERESTS

YOUTUBER - A Youtuber with a fully monetized channel and more than Eight thousand subscribers.

SINGING - Worked with TIPS Music company and SAREGAMAPA.

SOCIAL MEDIA INFLUENCER - Active Instagram influencer with contents based on Singing, Modelling and Advertisements.