

Bhawana Tomar

HR Executive

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133/178 Transport Nagar
Kanpur, UP -208023

9807985371

tbhawana631@gmail.com

Objective

I wish to join a professionally managed company that provides enough growth opportunities and allow me to contribute positively towards achieving the company's objective.

Experience

Global Trade Plaza - HR Executive

August 2021 - PRESENT, Kanpur

Handling complete Recruitment Life Cycle –Sourcing through various job portals like Naukri, LinkedIn, and Indeed.

Telephonic interview, Short-listing Profiles, Candidates Tracking, Follow-ups, HR interviews.

Developing and updating job descriptions and job specifications.

Responsible for Employee Onboarding, Induction, salary Approval, Documentation, I'd card, Salary Account Opening, and Appointment letter.

Rolling out offer letter and Appointment letter.

Responsible for Leaves and Attendance management.

Handling complete joining Process.

Employees Documentation.

Maintaining complete Employees Data.

Summer Internship

Karvy Data Management Services Limited - Human Resources

June 2019 - July 2019 (7 weeks), Lucknow

Forming and maintaining Employee Records.

Recruited and Screened qualified potential candidates.

Evaluate job applications and resumes to select the best-qualified individuals.

Interviewed candidates by phone to evaluate applicants.

schedule and conduct interviews.

Education

Indira Gandhi Institute of Co-operative Management - Master of Business Administration

Specialization - Human Resources & Marketing

August 2018 - October 2020, Lucknow

Chhatrapati Shahu Ji Maharaj University - Bachelor Of Science

July 2014 - June 2017, Kanpur

Subhash Public Inter College - Intermediate

July 2011 - June 2013

Subhash Public Inter College - High School

July 2010- 2011

Technical Skills

Basic Computer Knowledge

Microsoft Office- Excel, Word, PowerPoint.

Seminar/Workshop

The Exposure Visit Cum Training Programme- VAMNICOM

January -2020, Pune

Study Visit at Pravaranagar, Sugar Factory

Study Visit at Parle G factory, Khopoli

Study Visit at Mapro Garden & Chocolate, Mahabaleshwar.

Personal Details

Address - 133/178 Transport Nagar, Kanpur, Uttar Pradesh-208023

Date of Birth - 22/11/1996

Marital Status - Single

Languages known - English, Hindi

Declaration

I, hereby declare that the above-mentioned details are true and correct at the best of my knowledge.