

CURRICULUM VITAE

BHUMIKA KUKRETI

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Address: Shakarpur , Laxmi Nagar , Delhi 110092

DOB: 18/04/1998

CAREER OBJECTIVE

To become a successful professional and to work in HR field where I can enhance my skills and talent, for the betterment of the company, myself and to grow further. .

EDUCATION QUALIFICATION

<u>QUALIFICATION</u>	<u>BOARD</u>	<u>YEAR OF PASSING</u>	<u>AGGREGATE</u>
<u>MBA</u> (Major HR Minor IBM)	Bharatvidya peeth University	2023	82%
<u>BBA</u>	GGSIU	2019	86%
<u>Class 12th</u>	C.B.S.E Board (K.V AGCR)	2016	77%
<u>Class 10th</u>	C.B.S.E Board (K.V AGCR)	2014	77%

TRAINING

- 6 months HR internship at Wingshield Technologies , Noida

TOTAL WORK EXPERIENCE – 2 Years

Currently Working with Research Nester (Market Research Industry) as HR Recruiter from Dec 2022 –till now.

Job Responsibilities

- Design and update job descriptions.
- Source potential candidates from various online channels (e.g. linkedin , indeed , Naukri resedex)
- Craft recruiting emails to attract passive candidates.
- Screen incoming resumes and application forms.
- Interview candidates (via phone, video and in-person).
- Prepare and distribute assignments and numerical, language and logical reasoning tests.
- Advertise job openings on company's careers page, social media, job boards and internally.
- Provide shortlists of qualified candidates to hiring managers.
- Send job offer emails and answer queries about compensation and benefits.
- Collaborate with managers to identify future hiring needs.

Worked with Webzent Technologies (Duologues Infotech) - IT Company As HR Recruiter from Jan 2022- July 2022 .(6 Months)

Job Responsibilities

- Involved In IT and Non IT Recruitment such as PHP Developer , Web Designer , Java Developer , Android Developer , Graphic Designer , SEO , Digital Marketing , Content Writer , BDM , BDE (IT) , HR etc.
- Responsible for hiring and lead a team of 3 members .
- Worked on recruitment strategies with team .
- Responsible for company manpower requirements .
- Worked on Job Portals such as Naukri Resedx , Mass Mailing , Indeed , Instahyre, LinkedIn , Work India , Apna app , Hirect India , Internshala .

Worked with Hynix Intermedia Technologies. (IT Industry) as HR Executive – from Jan 2021-Jan 2022 (1 year)

- Responsible for Recruitment (IT Hiring) and Joining formalities..

PERSONAL PROFILE

Name : Bhumika Kukreti
Father's Name : Mr. Brijmohan Kukreti
Date of Birth : 18-04-1998
Marital Status : Single
Sex : FEMALE
Religion : Hindu
Languages known : Hindi & English
Nationality : Indian

DECLARATION

I here by declare that all the information mentioned above is true to the best of my Knowledge

Place: Delhi

(Bhumika Kukreti)