

## CURRICULUM

### VITAE

BHUMIKA KUKRETI

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### CAREER OBJECTIVE

I want to work with an organisation with my full dedication towards work and i will also like to focus on enhancement in endeavour of the organisation. I will be fully committed towards raising up reputation and revenue of the organisation.

### WORK EXPERIENCE

HR Executive (AUG 2021 - JAN 2022)

HYNIX INTERMEDIA TECHNOLOGIES PVT LTD , NOIDA

DUTIES & RESPONSIBILITIES – Recruitment in profiles like software developers and PHP Developer , Digital marketing , content writer, Graphic Designer , Telesales , and on SEO profiles. involved in operation work like sending offer letter ,rejection mails, monitoring employees login logout timings on skype , assist team members in recruitment and feedback process , involved in joining formalities like collecting required documents from new joinee and responsible for filling their joining form and introduce new joinee with company policy, rules and regulations.

**Reason for change - I had a gallstones so I had a gallbladder removal surgery so need a WFH job on that time so I have joined webzent Technologies as they provided WFH for all employees .**

HR Executive (Jan 2022- July  
2022 )Webzent Technologies ,  
Noida

*Duties* - recruitment for IT/Non-IT profiles (inhouse recruitment) Profiles like web designer, seo, php , android,content writer,BDE-IT,HR  
And involved in joining formalities for new joinee like collecting documents from candidate on joining date , sending confirmation mail/appointment/offer letter, monitoring employees on skype .

Reason for change - company facing fund issues so not able to provide salary on time . everyone had to wait for 45 days for their salary .

ACADEMIC QUALIFICATION

SECONDARY	CBSE	2014	76%
SENIOR SECONDARY	CBSE	2016	77%
BBA	GGSIPU	2019	86%
MBA (HR)	BVU	2022	PURSUING

DATE :

24/01/2022

PLACE : DELHI