

Rupa Kumari

Human Resource

An independent and self-motivated professional with excellent research and communication skills, enthusiasm to learn new things and always try to do my best in any work assigned and always tries to be appreciated as well-performer.

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☎ 8102548006

📍 Jawahar Nagar, Kanke Road, RANCHI, India

WORK EXPERIENCE

HR Executive

UTS Digitization Pvt Ltd

05/2021 - Present

Achievements/Tasks

- Salary Preparation and Attendance Management, Job posting, induction and orientation, Internal Management of HR Department, PF and ESIC management
- Hiring and Recruitment Management
- Manage Employees Grievances

HR Executive

Ultimate Digital Solutions

06/2018 - 05/2021

Achievements/Tasks

- Update our internal databases with new employee information, including contact details and employment forms Gather payroll data like leaves, working hours Screen resumes and application forms Schedule and confirm interviews with candidates Post, update and remove job ads from job boards, careers pages and social networks Prepare HR-related reports as needed. Address employee queries about benefits (like number of remaining vacation days). Conduct Disciplinary actions Update policies Maintain Employee records Conduct benefit analysis. Review and distribute company policies in digital formats or hard copies Participate in organizing company events and careers days

Accountant cum Assistant

Prasad Kumar & Co. (Chartered Accountant Firm)

08/2014 - 10/2017

Achievements/Tasks

- Accounting, Digital Signature, Tendering process, Administrative work and look after the day to day operation report and office management
- Paperwork and Documentation

SKILLS

Finance

Job Posting

Training and Development

Induction and Orientation

HR Payroll System

Organizational Skills

Technical Skills

EDUCATION

Master's in Business Administration (05/2017 - 06/2019)

Major: HR Minor: Finance

Bachelor's in Business Administration
(05/2010 - 06/2013)

Finance

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

CERTIFICATES AND COURSES

Tally 9.2

Hiring Process: Talent Management(Udemy)

INTERESTS

Internet Surfing

Reading HR related articles