

Sinu Kumari

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I am a certified trainer from Naukri portal. I've excellent experience using job portals to source candidates across various domains.

I aim to build a fulfilling career in a challenging, supportive work environment where I can effectively use my skills and knowledge to drive organizational growth. I seek professional growth, job satisfaction, and self-development, aligning my personal goals with those of the organization. skills to lead and improve HR departments, recruit excellent personnel, and improve department efficiencies.

Education

- July 2024 Master of Commerce, Jamshedpur Women's University.
Pursuing (Aug2022-July2024) Specialization with Human Resource Management.
- Bachelor of Commerce, Jamshedpur Women's university.
CGPA.8.3 almost all semester. [Hons.] (Aug2019- July2022)

• Experience

[HR INTERN] | [TAREQA GLOBAL SOLUTION] | [22-03-2022] – [22-04-2022]

responsible for administrative tasks in the HR department, including updating employee records, screening resumes, and scheduling interviews.

[HR INTERN] | [NTPL ROOT WORLD PVT. LTD.] | [14-12-2023] – [14-02-2024]

Designing recruitment plans, advertising needed positions, and interviewing applicants.

Sending emails and posting jobs on-job portals, screening CVS's, preparing a JD.

[HR INTERN] | [TopHawks Marketing Solutions] [12-02-2024]- [15-04-2024]

In HR, I update employee records, screen resumes, and schedule interviews, ensuring smooth operations and effective recruitment processes.

. [HR INTERN] | [KWMCS Ventures LLP.] [16-04-2024] - [20-08-2024]

Talent Acquisition with 4 months of experience assisting with and fulfilling organization staffing needs and requirements. As an HR Associate, I maintain HR policies, manage candidate records, conduct interviews, screen resumes, handle recruitment, create job descriptions, and source and post jobs on various portals.

Skills & Abilities

- Strong understanding of accounting concepts, including invoice creation, billing, and sales and purchase accounting processes, as well as GST.
- Proficient in TALLY PRIME and MS EXCEL (VLOOKUPS and pivot tables).
- Experienced with accounting software such as FreshBooks and QuickBooks.
- Excellent verbal and written communication skills.
- Ability to collaborate effectively with team members.
- Self-motivated, positive, soft-spoken, enthusiastic, and possess negotiation skills.