

PURNIMA KUMARI

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📍 Noida, Uttar Pradesh – 201305

PROFESSIONAL SUMMARY

MBA graduate in Human Resource Management with hands-on experience in full-cycle recruitment. Proficient in sourcing, screening, and coordinating interviews. Passionate about optimizing hiring processes and contributing to organizational growth.

EDUCATION

****MBA in Human Resource Management**** | GL Bajaj Institute of Research & Management, Greater Noida | ****2023****

****BBA (General)**** | Noida International University, Greater Noida | ****2020****

WORK EXPERIENCE

****HR Executive**** | Websphere Solution, Noida (WFH) | DEC 224 – MAY 2025

- Source resume from job portal .
- Conducting technical round interview (online).
- Handling campus placement drive.
- Follow up with shortlisted candidates and manage reports.

****HR Recruiter**** | Thaagam Foundation, Noida | ****July 2023 – NOV 2025****

- Sourced resumes from job portals like Indeed, Work India, Job Hai, and Shine.
- Posted job vacancies and screened profiles for suitability.
- Conducted preliminary checks and scheduled interviews (telephonic & face-to-face).
- Followed up with shortlisted candidates and managed recruitment reports.
- Reported placement activities to senior management.

KEY SKILLS

✓ Full-Cycle Recruitment

✓ Job Portals & Candidate Sourcing

✓ Interview Coordination

✓ MS Office (Word, Excel, PowerPoint)

✓ Time Management & Communication

LANGUAGES

- **Hindi** (Fluent)
- **English** (Fluent)

DECLARATION

I hereby declare that the above information is true to the best of my knowledge.