

Putul Kumari

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EDUCATIONAL QUALIFICATION

Course/Examination	Institution	Tenure	Performance
Bachelor of Business Administration (BBA)	Maharaja Surajmal Institute (GGSIP University, New Delhi)	June 2021– May 2024	8.3 CGPA
AISSEE (Commerce + Mathematics)	Spring Meadows Public School (New Delhi)	May 2019 – March 2021	8.6 CGPA
AISSE	Mahnar St. Josephs School (Bihar)	March 2019	8.2 CGPA

WORK EXPERIENCE

- **HR Intern – YoursthatSenior** (19 Aug, 2023- 23 Sept, 2023)
 - Learn and apply recruitment techniques.
 - Generating leads for job applications through LinkedIn and other social media platforms
 - Selecting candidates by interviewing.
 - Managing data on an Excel sheet • Coordinating new hire orientations.
 - Hiring of new employees/interns
- **Talent Acquisition Trainee - Hireyy (Work and Hire Pvt. Ltd)** (21 Aug,2023 – 05 Oct 2023)
 - By utilizing various job portals, social media platforms, and our internal database to identify suitable candidates.
 - Sourcing and meticulously screening candidates for contract and full-time job openings.
 - Qualifying prospective candidates and providing them with insights into the recruitment process.
 - Submitting qualified candidates for various job requirements.
 - Consistently meeting or surpassing weekly recruitment goals.
 - Effectively utilizing internal systems and databases to document different recruitment stages.
 - Actively participating in the end-to-end recruitment process.

ADDITIONAL QUALIFICATIONS AND COURSES

- **Commercial Banking Virtual Experience Program (JPMorgan Chase & Co.)** (June, 2023) □
 - Evaluating the impact of transactions on capitalization structures.
 - Comprehensive understanding of income statements, balance sheets, and cash flow statements.
 - Developing a comprehensive business overview and analyzing industry trends.
 - Crafting deal structure overview pages while incorporating quantitative and qualitative analyses.
 - Conducting 10-year financial forecasting through advanced financial modeling techniques.
- **Investment Banking Virtual Experience Program (JPMorgan Chase & Co.)** (June, 2023)
 - Company Analysis
 - M&A Screening
 - M&A Process understanding
 - Modeling

- **HR Management & Strategy – upgrade** (Sept, 2022)
 - Purpose and Scope
 - HR Functions
- **Project Management Fundamentals – IBM CSRBox** (July, 2022)
 - Project Management Approaches
 - Value of Project Management
 - Purpose of Phases of a Project
 - Responsibilities and Accountability of the Project Manager
- **Integrated Marketing Communication – NPTEL** (Apr 2022)
 - Aspects of Planning, Execution, and Evaluation of Marketing Communication and its strategies
 - Familiarized with the Integration of Marketing Communication Modes and Strategies to build brands
 - Strategic Importance of IMC
 - Ethical and Social Perspective of IMC

ACCOMPLISHMENT

- **Research Report**
 - Received Certificate of Recognition from Sodh Chintan Committee for the research paper titled "Customer Satisfaction from E-banking Services of HDFC Bank"
 - Presented paper titled "Implementing Artificial Intelligence (AI) in Human Resource Management" International Conference on Recent Innovation for Sustainable Development (ICRISD) 2024.

PROJECTS UNDERTAKEN

- **Market Research**
 - Understanding marketing strategy and SWOT Analysis of Nivea, Lakme, Himalaya, and Ponds.
 - In-depth understanding of Marketing Strategies, Covid impact, and Future plans of Swiggy.
- **Customer Analysis (HDFC E-banking services)**
 - Study about the factors that affect the customer's perception towards E-banking services of HDFC
 - Understand the satisfaction level of customers toward e-banking services
 - Found the major problem faced by customers while using E-banking services

TECHNICAL SKILLS

- Microsoft Applications
- Statistical Package for Social Sciences (SPSS)

VOLUNTEERING & SOCIETIES

- Synergy – The Commerce Society of MSI (Event Department). □ E-Cell (Content Department)
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