

## CURRICULAM VITAE

**KUSUM SHUKLA**

**Contact No. :** 70246-12622

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**Career Objective:** To work for an organization, where I can enhance my education and skill, utilize them and continue to grow and excel in knowledge in turn helping in my professional growth. Vitae curriculum

### ACADEMIC QUALIFICATION:

| Qualification | Discipline     | Board/University                                 | Year |
|---------------|----------------|--|------|
| MBA           | HR &Marketing  | Pt. Ravi Shankar Shukla University Raipur (C.G.) | 2011 |
| B.Sc.         | Biology        | Guru Ghasidas University Bilaspur (C.G.)         | 2008 |
| 12th          | Science (Bio.) | Pragya H.S. School Raigarh (C.G.)                | 2003 |
| 10th          | All Subject    | Pragya H.S. School Raigarh (C.G)                 | 2001 |

**Work Experience:** 1. working As HR Executive in MV Technologies Noida (U.P.) from Nov.2021to present

2. Worked as an Assistant Manager HR in Sumit Synfab India Pvt. Ltd. Raipur (C.G.)from April 2013 to September 2014. (4000-5000Employee)

3. Worked at J.K. Hitek Pvt. Ltd. Raipur C.G. from November 2011 to June 2012. (500-1000 Employee)

### **HR Skills:**

- Entire Recruitment (Technical / Non Technical)( SEO, SMO, Graphic Designer, Web Developers, Email Marketing ,Salesman ,Admin,)
- On boarding Activity (Creation of Employee Id, Documentation,)
- Induction Management
- MIS & Maintaining employee's record of service.
- Maintaining KRA & KPI of all employees .
- Conducting Exit Interview/ Exit Formalities
- Salary Negotiations.
- Salary Processing.
- Participation in Training.
- Handling of PF & ESIC.
- Issuance of Offer Letter, Appointment Letter & Increment Letter, Warning Letter
  - PMS
  - Salary Processing.
  - Leave Management
  - Attendance Management
  - Employee Relation
  - Grievance Handling

**Key Skills:**

- Fluent, Amicable and Professional Communication skill.
- A Perfect blend of Human Resources Customer Services Administrative operational and Computer skill .
- Good Analytical, Organizational and Problem Solving Abilities.
- Ability to Multitask and to work in a dynamic or changing Environment either independently or in a Team.

**Computer Skills:** Well Sound in MS OFFICE.

**ACHIEVEMENTS:** ❖ Served as an active member of school student association.

❖ Certificate awarded in cultural activity in District & State level in 1996-97 with the hand of former chief Minister State of Chhattisgarh Mr. Digvijay Singh.

❖ Certificate awarded from my fm 94.3 associations with synergy India Pvt. Ltd...

**PROJECTS:** “The Customer’s Perception towards LCD T.V.”A study in Raipur City.

**Summer Training Project** -“Employees Performance Appraisal System at Godawri power & Ispat Ltd. ,Siltara, RAIPUR, (C.G.)

**PERSONAL PROFILE**

HUSBAND’S NAME : Mr. SWAPNIL DUBEY  
DATE OF BIRTH : August 30<sup>th</sup>, 1985  
PRESENT ADDRESS : Rishabh cloud-9, Ahinsa khand -II, Indirapuram, Ghaziabad, U.P.-201014

**DECLARATION**

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

**KUSUM SHUKLA**

**DATE: 18.05.2022**

**Place: Indirapuram, Ghaziabad, U.P.-201014**

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