

GARIMA

 H.No. 779-A Type 1, Rail Coach Factory, Kapurthala, Punjab, India

 +91 78883 01770

 yadavgarima450@gmail.com

 LinkedIn: <https://www.linkedin.com/in/garima-yadav-0a9b64205>

CAREER OBJECTIVE

Motivated and detail-oriented HR professional currently pursuing MBA (HR & Finance), seeking an opportunity to build a strong career in Human Resources. Skilled in recruitment, payroll coordination, employee engagement, and HR operations, with a strong willingness to learn and contribute to organizational growth.

ACADEMIC QUALIFICATIONS

- **MBA (HR & Finance)** – Lovely Professional University (2024–2025)
 - **BBA** – DAV University (2020–2023)
 - **12th (Commerce)** – Kendriya Vidyalaya (2019–2020)
 - **10th** – Kendriya Vidyalaya (2017–2018)
-

TECHNICAL SKILLS

- MS Office (Word, Excel, PowerPoint)
 - Basic Computer Applications
 - GreytHR Software (Payroll & Attendance Management)
-

PROFESSIONAL EXPERIENCE

HR Recruiter

Funland Entertainment Pvt. Ltd. (Hopup)

1 September – 15 February | 6 Months

- Managed end-to-end recruitment lifecycle from sourcing to onboarding
- Screened resumes and coordinated interviews with department heads
- Processed payroll and maintained attendance records
- Managed statutory compliances (PF & ESI)
- Maintained employee documentation and HR records
- Supported HR policy implementation and resolved employee queries

HR Intern

PENNEP Company

3 June – 30 July | 2 Months

- Assisted in drafting Job Descriptions (JDs)
- Conducted resume screening and interview scheduling
- Sourced candidates via LinkedIn and Indeed
- Gained practical exposure to HR operations and compliance processes

HR Recruiter

Bharti Consultancy

1 May – April | 1 Year

- Handled bulk and non-IT recruitment for multiple clients
- Conducted initial HR screening and shortlisted suitable candidates
- Coordinated interviews between candidates and client organizations
- Performed background verification and reference checks
- Maintained candidate database and prepared recruitment reports
- Followed up with selected candidates to ensure smooth onboarding

Marketing Intern

Reliance Retail

1 June – 30 July | 2 Months

- Assisted customers and resolved queries
- Learned SAP basics and billing procedures
- Developed product and brand knowledge

LANGUAGES

- English (Read, Write, Speak)
 - Hindi (Read, Write, Speak)
 - Punjabi (Read, Write, Speak)
-

KEY STRENGTHS

- Strong communication & coordination skills
- Detail-oriented and organized
- Ability to handle confidential information
- Quick learner with a proactive approach

DECLARATION

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

(Garima)