

Pankaj Kumar

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in <http://linkedin.com/in/pankaj-kumar1234>

SUMMARY

Currently working at DMart with experience in recruitment, candidate handling, and interview coordination. Passionate about building strong teams and growing in Human Resources.

EXPERIENCE

- HR Recruiter | Avenue supermart LTD Dmart | Feb 2026 – Present**

End-to-end recruitment handling
Candidate sourcing and screening
Interview scheduling and coordination
Joining formalities and onboarding
Maintaining employee records and HR documentation

INTERNSHIP

- CoreVista Consulting (Via Qollabb Platform)**
HR Project Intern

April 2025 - MAY 2025

Worked on an HR process Improvement & employee engagement project
Improved my skills in data handling, employee feedback analysis
Preparing reports on engagement activities
Learned about practical HR functions and workplace Process

EDUCATION

- Amity University Noida**
Master of Business Administration (MBA)
7.38

2025

- Maharana Pratap Govt. College, HP University**
Bachelor of Arts || English Literature
6.43

2023

CERTIFICATION

- HR Analytics using MS Excel for Human Resource Management - Udemy**

Learned Excel formulas: VLOOKUP, INDEX/MATCH, IF, COUNTIF
Built HR dashboards and reports using Pivot Tables and Charts
Analyzed HR metrics including attrition rate, recruitment funnel, payroll, training ROI
Hands-on experience with HR case studies, data cleaning, visualization basic regression models

- Ultimate Talent Acquisition Specialist: HRM Certification – Udemy**

Learned end-to-end recruitment process
Screening, sourcing, job posting and interview coordination
Basic HRM concepts and TA strategies
Understanding of ATS and candidate management

SKILLS

- Technical skill: Excel, Vlookup, Pivot table, Charts, Google sheets, MS word , Powerpoint
- Soft skills : Communication, Teamwork, Time Management, Problem Solving

LANGUAGE

- English , Hindi