

RAJDEEP KAUR

New Gobind Nagar, Batala GT Road, Gurdaspur, Punjab – 143521

Phone: +91-6239985542 | Email: Rattanrajdeep21@gmail.com

PROFESSIONAL SUMMARY

MBA (HR) graduate with professional experience as an HR Executive, specializing in recruitment and HR coordination. Experienced in using HR management software including Keka and Matrix, along with strong communication, coordination, documentation, and data-handling skills. Also gained internship exposure in banking operations and corporate administration.

CORE HR SKILLS

- Recruitment & Selection
- Employee Engagement
- HR Operations
- HR Documentation
- Attendance & HR Software
- Keka & Matrix
- Training & Development
- Performance Management
- HR Analytics (Basic)
- MS Office & Power BI
- Communication & Team Coordination

PROFESSIONAL EXPERIENCE

HR Executive – Webboosters | May 2026 – Present

- Handle end-to-end recruitment activities, including sourcing, screening, shortlisting, and coordinating interviews.
- Coordinate with candidates and internal teams throughout the recruitment process.
- Maintain and update employee and recruitment-related records and documentation.
- Use Keka HR software for HR operations and employee-related activities.
- Use Matrix software for attendance and related HR management activities.
- Support day-to-day HR coordination and employee-related requirements.

INTERNSHIP EXPERIENCE

Banking Intern – Retail Branch Operations

- Assisted staff in savings and current account opening procedures.
- Verified KYC documents and supported compliance processes.
- Maintained customer records and documentation.
- Guided customers regarding financial products like FDs and RDs.
- Handled customer queries and supported service delivery.

Intern – AOSC Technologies, Amritsar

- Assisted in administrative coordination and documentation.
- Supported data management and report preparation using MS Excel.
- Coordinated with team members for operational tasks.
- Gained exposure to corporate work culture and professional communication.

ACADEMIC PROJECTS

- Research Report: 'An Analytical Study on Emotional Intelligence & its Role in Career Advancement'

- Project on Customer Relationship Management
- Presentation on Work-Life Balance
- Project on Digital India

EDUCATION

- MBA (Human Resource) – Guru Nanak Dev University, Gurdaspur
- Bachelor of Commerce (B.Com) – DAV College, Jalandhar
- 12th – Golden Senior Secondary School, Gurdaspur
- 10th – Gurdaspur Public School

CERTIFICATIONS

- Financial Education for Young Citizens – Aditya Birla Capital / NISM
- Microsoft Office Certification
- Power BI Certification
- NCC 'B' Certificate
- Participation in Income Tax & Heritage Quiz

INTERPERSONAL SKILLS

- Strong Communication Skills
- Leadership & Teamwork
- Quick Learner
- Problem Solving Ability
- Adaptability