

ANUJA KUMBHAR

Hadapsar , pune 411028

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PROFESSIONAL SUMMARY

HR professional with hands-on experience in end-to-end recruitment and HR operations, including sourcing, screening, interview coordination, offer management, onboarding, and employee support. Skilled in building talent pipelines through job portals, social media, and referrals, while partnering with hiring managers to ensure timely closures.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (2024-2026)

SVERI's College of Engineering, Pandharpur (An Autonomous Institute)

Specialization in HR & Marketing

CGPA-8.51

BACHELOR OF BUSINESS ADMINISTRATION (2022-2024)

Shivratna Institute of Management Studies Akhuj.

Specialization in Finance.

CGPA-8.06

INTERNSHIP

HUMAN RESOURCE INTERN - Life Relier Infosoft Pvt Ltd. Hadapsar

| JUN 2025 – AUG 2025

- Conducted and managed 18+ candidate interviews daily, ensuring smooth recruitment flow.
- Provided training sessions to new hires regarding company products and HR policies.
- Handled complete employee onboarding, including documentation, verification, and induction.
- Assisted in managing exit formalities, feedback collection, and exit documentation.
- Gained hands-on experience with HRMS tools and maintained employee records.

SOFT SKILLS

- End-to-End Recruitment
 - Talent Acquisition & Sourcing
 - Candidate Screening & Interviewing
 - Hiring Manager Coordination
 - Job Portals & Social Media Recruitment
 - Employee Referral Programs & Interview Scheduling & Follow-ups
 - Candidate Experience & Payroll Inputs
 - Offer Management & Negotiation
 - Employee Onboarding & Induction
 - HR Documentation & Records
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TECHNICAL SKILLS

- MS Excel
 - ATS
 - HRMS & HRIS
 - LMS
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ACTIVITIES / ACHIEVEMENTS

- Participated in Food Festival Event Show Casing Teamwork and Event Co-ordination.
- Participated in Personal Selling Activity to Enhance Marketing and Communication Skills.
- Engaged in Techno Societal Program Contributing Technical Ideas for Social Causes.

CERTIFICATION

- Certification in HR Generalist at the Seven Mentor Pvt Ltd.
 - Certification In Business Development Foundations- LinkedIn Learning.
 - Certification In Introduction to google sheet - LinkedIn Learning.
 - Certification In Program in Banking, Finance and Insurance at the Bajaj FinServ Limited.
 - Abstract Presenter in International E-Conference On ESPCR-ELR 21.
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LANGUAGE English, Hindi, Marathi