

# Kartik Verma (MBA)

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## SUMMARY

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Results-driven MBA graduate with a specialization in Human Resources [HR] and a strong focus on the HR sector. Looking forward to work with an organization that gives me the opportunity to perform and provide constant learning environment where my ideas and efforts contribution lead to self as well as organization growth.

## WORK EXPERIENCE

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### Crescendo Industries Pvt Ltd.

Delhi

#### HR – Executive

November 2024 – Current

- Implementing and managing HR policies and procedures.
- Managing recruitment processes, including resume screening, scheduling interviews, generating offer letters and Appointment letters, Joining Process.
- Managing employee benefits and compensation packages.
- Managing Attendance of Employees and Creating Salary Sheet.
- Enrollment of Employee in PF, ESI, Generating Challans and Filing monthly contribution of PF and ESI.
- Maintaining employee records and updating HR databases.
- Preparing and presenting HR-related reports to management
- Managing employee separation processes

### Empyrean Construction Pvt Ltd.

Delhi

#### HR – Executive

August 2023 – November 2024

- Implementing and managing HR policies and procedures.
- Managing recruitment processes, including resume screening, scheduling interviews, generating offer letters and Appointment letters, Joining Process.
- Managing employee benefits and compensation packages.
- Managing Attendance of Employees and Creating Salary Sheet.
- Enrollment of Employee in PF, ESI, Generating Challans and Filing monthly contribution of PF and ESI.
- Maintaining employee records and updating HR databases.
- Preparing and presenting HR-related reports to management
- Managing employee separation processes

### Infotree Global Solutions

Delhi

#### Talent Acquisition Associate

July 2022–June 2023

- Finding and contacting potential job candidates.
- Pre-screening job candidates.
- Presenting a candidate to an employer or hiring manager.
- Setting up interviews between candidates and employers.
- Negotiating salaries, responsibilities, and titles.
- End to End Recruitment.

## INTERNSHIPS

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- Served as an intern at **Mahajan Trading Company** in the HR Department as **Recruiter**.

- 1.Finding and contacting potential job candidates.
- 2.Pre-screening job candidates.

- Served as an intern at **Book My Packers** as **Data Entry Operator**.

- 1.Making Entries into Excel.
- 2.Submitting reports to the Managing Department.

## CERTIFICATION

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- Digital Marketing from Google Digital Garage
- Introduction to Marketing Essentials Via NPTEL
- Global Marketing Management Via NPTEL
- Cyber security Certification from CISCO Networking

## ADDITIONAL SKILLS

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SAP Fieldglass [VMS] | Ceipal [ATS] | Microsoft Word | Microsoft Excel | Communication | Leadership | Teamwork | Creativity  
| Quick Learning | Digital Marketing | Decision Maker | Complex Problem Solver | Service Focused |

## EDUCATION

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**Master of Business Administration (HR, Internation Business [IB])**

**2022-2024**

**Delhi, India**

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

**Bachelor of Business Administration**

**2019- 2022**

MAHARAJA SURAJMAL INSTITUE [GGSIPU]

**Delhi, India**

**XII (CBSE)**

Lovely Public School, Priyadarshini Vihar • Delhi, India • 2019

**X (CBSE)**

Lovely Public School, Priyadarshini Vihar • Delhi, India • 2017