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# BHOOMIKA K

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Malleswaram

Bengaluru, Karnataka

## Summary

I have an excellent rich set of 3+ years of solid experience in fields of **Administration, Human Resource Management**, I was able to generate success in every project completed and delivered within business.

I am looking forward to search for a new career opportunity in a well-established organization, where my academic background and personnel skills will allow me the opportunity of growth.

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## Skills

Leadership  
Analytical Skills  
Team Management

Client Relationship  
Good understanding  
People Management

## Technical Skills

- Microsoft Office (MS Outlook MS Word, MS Excel, MS PowerPoint).
- Basic Supporting Application like PDF, Adobe Reader.

## Expertise in following areas

### 1. Human Resource & Administration.

- Experience in End to end recruitment and people management.
- Worked closely with BD and Manager to close the task timely.
- Handled the tasks of screening, selecting and submitting candidates.
- Sourcing of resume through portal and social networks.
- Scheduling and conducting telephonic and face-to-face interviews.
- Assigned the tasks of negotiating offers with candidates to meet target gross margins of the organization.
- Handled the tasks of follow-up of candidates regarding offer letters.
- Maintained constant communication with Hiring Managers for completing recruitment process and procedures.
- Handling all Quotations and Contracts Agreements of clients.
- Updating the invoice records according to client's norms.

### 2. Payroll & Compliance:

- Handled the tasks of Payroll by calculating the attendance and daily wages paid to candidates,
- Calculating the CL (casual leave), PL (paid leave), SL (sick leave), based on company policy.
- Checking the carry forward leaves and newly joined & resigned candidate's details salary based on the leave policy.

## Professional Experience

HR/Admin in **Apywibe telecom services.**  
Hr Recruiter / Admin in **Delightfull Spoorthy** (Mindfin)

2016 - 2018  
sep 2023 - march 2024.

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## Education

### BIOTECHNOLOGY

Tumkur University • Tumkur, Karnataka

10/2022

### PCMB

VIDYANIKETHAN PU COLLEGE • Tumkur, Karnataka

05/2016

### SCIENCE

MARUTHY VIDYA KENDRA • TUMKUR, Karnataka

05/2014

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## Languages

English, Hindi, kannada

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## Declaration:

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

Date: \_\_/\_\_/\_\_

BHOOMIKA K

Place: Bangalore

## Certificates

digital marketing

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### Career objective

- Seeking an opportunity where I can utilize my skills and knowledge to the growth of an organization
- To work in challenging environment where I can put my best efforts to reach the respective company

