



RUPESH KUMAR MISHRA
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DOB 30/03/1997

Summary

A result oriented professional having 2 years work experience in HR & ADMIN & 6 Months in HR

Fully interested in HR profile

Objective

To build a long-term career in Banking & HR with opportunities for career growth.

Achievements & Awards

Emerging Star 🌟

Qualified emerging Star contest in Maruti Suzuki in 2018

Experience

The pursuit

Jan 2021 - Till Date

HR Executive

*Recruiting employees for Kotak Mahindra Bank & IDFC

*Adept at sourcing from various job portal like Naukari, LinkedIn, etc.

*Interview coordination

* Handling end to end talent acquisition process

* Conducting employees onboarding, maintaining candidate database.

* Handle employees related counseling.

Kotak Mahindra Bank

(10 Mar)2020 - (24 Mar) 2020

Hr Executive
Talent acquisition

Joining formalities

coordinate with candidate & Consultancy

AAA VEHICLEADES PVT LTD

Nov - 2017 - March 2020

HR & ADMIN

To maintain all of records of Admin department and attendance management of all employees.

Employee grievance

Education

B R A University Muzaffarpur

B.com (Hons)
2018 — 62.4

BSEB PATNA

12th
2015 — 65.5

BSEB PATNA

10th
2013 — 69.6

Language

HINDI

ENGLISH

BHOJPURI

HARYANVI

Skills

- Innovative thinker and excellent leadership quality

Able to motivate and negotiate with the people

Operating system :Windows ,XP,, MSOffice ,internet

confidential and sensitive manners

Recruitment

interviewing

sourcing

joining formalities

Problem solving

Signature:



RUPESH KUMAR MISHRA