

# Babali Kumari

Human Resource

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## ABOUT

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As a passionate HR professional with three years of experience, I am committed to developing and implementing HR strategies that align with business goals. I specialize in talent management, employee relations, manpower planning, and performance management, focusing on fostering a thriving and engaged workforce while driving organizational growth.

## SKILLS

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- Talent Acquisition
- Talent Management
- Manpower Planning
- Stakeholder Management
- Employee engagement
- Learning & development

## WORK EXPERIENCE

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### HR Business Partner | Baxy Mobility | Gurgaon, India

Jan 2025 - Present

- Facilitate seamless onboarding to ensure a smooth transition for new employees.
- Oversee HR digitization through Darwinbox to enhance efficiency and automation.
- Manage payroll data with accuracy and address employee relations queries effectively.
- Drive employee engagement through initiatives like on-the-spot awards, business vision boards, and appreciation letters.
- Contribute to policy drafting and manage post-negotiation recruitment for a seamless hiring experience.
- To identify with stakeholders to align L&D initiatives with overall business objectives.

### HR Business Partner | GRG Accessories Limited - Welspun | Gurgaon, India

July 2024 – Sept 2024

- Partnered with business leaders to align manpower planning with organizational goals.
- Conducted employee connect sessions to promote an inclusive work environment and educate teams on company policies.
- Worked with hiring managers to refine competency-based interviewing and enhance talent acquisition strategies.
- Analyzed HR data to provide insights supporting strategic decision-making in recruitment and career progression.

### Human Resource Associate | Jindal Steel & Power | Gurgaon, India

Nov 2022 – July 2024

- Recruited 89 sales professionals, 34 finance experts, and 11 accounts specialists, building a strong team.
- Led campus hiring initiatives, fostering relationships with stakeholders for a smooth quarterly recruitment process.
- Developed structured onboarding programs and managed ATS and background verification support.
- Tracked key recruitment metrics like time-to-fill and source effectiveness to drive continuous improvement.
- Organized large-scale employee engagement events to enhance workplace culture.
- Managed internal promotions, supporting career growth within the organization.

### Human Resource Generalist | 1K Kirana Bazar | Gurgaon, India

Sep 2021 - Jul 2022

- Managed end-to-end recruitment, overseeing both leadership and junior hires.
- Ensured smooth weekly onboarding and provided support for performance appraisals.
- Collaborated with multiple departments to align hiring efforts with business and client objectives.
- Streamlined document management, handling 1,000+ records weekly for efficient HRMS-friendly record-keeping.

## INTERNSHIP

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### Human Resources Intern | Share Khan, Delhi

Jun 2019 - Aug 2019

- Recruitment & Database Management:** Handled resume screening, interview scheduling, job ads, and updated employee databases.
- Employee Support & Coordination:** Addressed benefit queries, coordinated company events, and analyzed expenses.

## **VOLUNTEER PROJECTS UNDERTAKEN**

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- Participated in job analysis, descriptions, and specifications while building effective relationships with recruitment agencies through social media.
- Conducted managerial interviews, explored various sourcing methods, planned manpower, assessed job fits, and administered personality tests.

## **ACHIVEMENTS AND RECOGNITION**

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- Acknowledged as the top-performing employee for executing recruitment with exceptional effectiveness and efficiency - Jindal Steel and Power (2022).
- Honored for orchestrating and curating a distinguished event at Jindal Steel and Power.

## **EDUCATION**

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**IILM, Greater Noida**

2018 - 2020

Master of Business Administration

**Patna Women's College, Patna**

2015 - 2018

Bachelor of Science