



# AI Powered Human Resource

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## Katyayani Kumari

### About Me..

Motivated and detail-oriented Human Resources fresher with a solid academic background in HR management and psychology. Possesses strong interpersonal skills, working knowledge of HR processes, and proficiency in MS Office and Google Workspace. Eager to contribute to organizational growth by supporting recruitment, employee coordination, and HR operations while continuously enhancing professional capabilities.

### Education

[Master of Business Administration \(Human Resources\)](#), Amity University|

2023 – 2025 (Noida, India)

SGPA: 7.14

CGPA: 7.36

[Bachelor of Arts \(Psychology\)](#), Veer Kunwar Singh University (V.K.S.U)

2018 – 2022 (Ara, India)

Percentage: 61%

### Work Experience

[HR Support \(Internship / Training Exposure\) | / Cook & Klean](#)

2 Months

Remote, Fully

- Assisted in job posting on recruitment platforms.
- Supported candidate screening and shortlisting.
- Maintained basic recruitment data and records.
- Coordinated with team members during hiring activities.

### CORE SKILLS

Soft Skills |

- Clear and effective communication
- Team collaboration and coordination
- Adaptability in dynamic work environments
- Strong interpersonal and people-handling skills
- Time management and attention to detail

Technical Skills |

- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Slides)
- Data entry and record management
- General computer applications

### Language

- Hindi Native
- English Conversational
- Bhojpuri Native

### Tools

[PowerPoint](#) [Word](#) [Excel](#) [AI. tools](#)  
[ChatGPT](#) [Perplexity](#) [Generative AI](#)