CURRICULAM VITAE

Full name

# Mob No#: +91 – Phone

Email id#: email id

CARRER OBJECTIVE

* To Seek a Rewarding and a Challenging career where I can Utilize my Skills with Full Potential Knowledge Through my abilities and Sense of Dedication Towards my Duties.

ACADEMIC QUALIFICATION

* 2019 : MBA ( HR ) Form IMT Distance Learning .
* 2016 : Graduate From C.C.S University, Meerut .
* 2013 : 12th From C.B.S.E Board From Dehradun Public School.
* 2011 : 10th From C.B.S.E Board From Dehradun Public School.

OTHER EXPERINCE

* Knowledge In Hardware Like C.P.U.
* Knowledge In Web Productivity Tools.
* Knowledge In HTML , Css.

JOB EXPERIENCE

* Experienced in Hr Recruiter / Talent Acquisition Executive in Noida sec -7 (Itdose infosystem pvt ltd .) 1st March- 31st April.

TWO MONTH ONLY.

* Experienced in Hr Recruiter / Talent Acquisition Executive in Noida sec -63 (folkstrong pvt ltd .) 1ST May- currently working.

SIX MONTH ONLY.

**CAREER SUMMARY**:

* HR with 8 months of rich work experience in recruitment/On boarding Process.
* Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Reporting, Sourcing, Team handling, Interviewing, Campus Recruitment, Client Handling, Salary Negotiation, Executive Hiring, Contract Recruitment, Team Management.
* Experienced in Volume/Mass Hiring.
* Proficient in recruiting candidates from all levels Junior Level to Senior Level.
* Good experience of Off Campus Hiring.
* Experience in Both Domain of Recruitment (IT\NON-IT).
* Possess excellent communications and interpersonal skills.

## Roles & Responsibilities Recruitment:

* Screening Resumes based on the Job description, short-listing potential candidates, conducting interviews, negotiating salary, conducting reference checks, follow ups with candidates post joining.
* End to end recruitment: Sourcing, Mass-Mailing, Staffing, Scoping, and On boarding candidates.
* Share the Tracker to the client which we have tie up the companies.
* Send Job Offer emails and answer queries about compensation and benefits Maintaining and Developing the resume databank.
* Short listing candidates sourced through portal (Naukri, indeed, shine, and LinkedIn) and validating them on their experience and interest on the candidate.
* Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job.
* Preparing Requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing. Short listing the profiles sourced and sending it to the respective hiring managers.
* Coordinating hiring managers to understand Niche skill profiles.
* Conducting HR round for the selected candidates and negotiating salaries on company standards.
* informing the rejected candidates about the reason for the rejections.
* Maintain Data on Google-Drive.

## ON-BOARDING PROCESS\ADMIN:

* Responsible for Employee (In -House) Recruitment Process.
* Handling Documentation process of the employees.
* Responsible for taking Face to Face Interview.
* Handling Joining formalities.
* Designing CTC with break-up of Gross salary.
* Helping Management in deciding action plan for improving team productivity.
* Preparing full & final settlement of employees.
* Send job offer emails and answer queries about compensation and benefits.
* Maintaining and developing the resume databank.
* Collecting the relevant documents of previous employment.
* Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly.

PROFESSIONAL QUALIFICATIONS

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| --- | --- | --- | --- |
| Certificate | Institute | Year | Skills |
| MIS | Aptech Computer  Institute | 2015 | MS Office , Tally ERP. ,  RDBMS |

PERSONAL VITAE

Gender : Female

Date of Birth : DD/MM/YY

Nationality : Indian

Languages Known : Lang1, Lang2

Marital Status : Single

Address : Full Address

Full name