**FULL NAME**,

Address: Full Address

City, State, Pin code

Contact: - Ph no/Alternate ph no.

 Email id

Job Objective:

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

# Professional synopsis:

* MS office and networking.
* MS excel and power point

Academic Qualifications:

|  |  |  |  |
| --- | --- | --- | --- |
| ✓ | Done BBA (Graduate) : | | From MDU Rohtak in 2018 |
| ✓ | Done 12th. Std. | : | CBSC Board in 2015 |
| ✓ | Done 10th. Std. | : | CBSC Board in 2013 |

* Pursuing MBA : From Banasthali Vidyapeeth 2018 to 2020

Work Experience:

* + Summer Internship with Geetanjali Homestate Pvt. Ltd June –

July 2017

* + Internship with V-Konnect Associates 8 May 2019 – 31 Aug 2019
  + Trainee –Talent Acquisition at V-Konnect Associates 1 Sep 2019

- Present

**Role and responsibility: -**

* END to END Recruitment Cycle
* Partnering with hiring managers to determine staffing needs
* Screening resumes
* Performing in-person and phone interviews with candidates
* Making recommendations to company hiring managers
* Coordinating interviews with the hiring managers
* Following up on the interview process status
* Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
* Completing timely reports on employment activity

**Participation:**

|  |  |
| --- | --- |
| * Participate in financial conclave on demystifying mutual fund organized by Banasthali Vidhypith * Participate in Science quiz competition. * Participate in Anchoring in annual function. * Certificate of Member in UDAAN | |
| Achievements: |  |
| Problem Solving Assessment (PSA) Exam National color contes  Personal Attributes:   * Self-motivated, Innovative, Hard Worker, Honest * Ability to meet tough deadlines * Positive attitude about my work * Quick learner with Strong analytical skills * Ability to lead and work in Team   Personal Profile:     * Date of Birth : MM/DD/YYYY * Marital Status : Single * Father’s Name : Father Name * Linguistic Abilities : English and Hindi * Hobbies/interests : Sports, Dance And Art and craft   Declaration:  I hereby certify that all the information provided here is correct to the best of my knowledge and belief and I promise to abide by all the norms laid down by your esteemed organization.  Date:  Place : YOUR NAME | |
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