

## **Prachi Sharma**

70/112 Bhairav path Patel marg mansarovar  
Jaipur

E-Mail:- sharmaarachips941@gmail.com

Contact No. :- +91-7014415014

**Career Objective:** An experienced and well maintained professional having good knowledge of collections, seeking an opportunity in the organization to use my skills and be able to contribute to the firm for which I am working. I will put my best effort to learn the company's policies and make better decisions in the favor of the company.

**Current profile:** Working in (Theme Engineering services Pvt. Ltd. ) business management consultant Jaipur from 18<sup>h</sup> July 2021 till time

### ***Core Responsibilities :***

- Assist with processing of new hire paperwork.
- Analyze the job requirement and screen the appropriate candidate for job.
- Make appointments with department heads and candidates for interviews.
- Utilize and manage external recruitment sites and various social media.
- Responsible for coordinating the internal and external transfer process to include intake of transfer request forms, approvals, coordination of internal interviews, job offers and related follow up.
- Post vacancies on social networks.
- Provide answers to various HR and Recruitment inquiries.
- Help create or format various documents, policies, guides, etc.

**Previous profile:** Working in E-commerce company as a operation executive (Toppers notes) payroll (Sierra innovation Pvt. Ltd.) Jaipur from 18<sup>h</sup> July 2020 till 31<sup>st</sup> Jan 21.

### ***Core Responsibilities:***

- Company provides various exam preparation notes to students who apply online. •  
Confirming the online orders as well as solving customers queries
- Pass the confirm orders to logistic team.
- Track the status of online order till order delivery for good customer experience.
- Resolving the issue of customers.

**Previous profile:** Worked as Senior Tele Caller in Hdb collections services (Auto loan Bkt-x) Jaipur since 19<sup>th</sup> April 2017 till 7<sup>th</sup> Dec 2019.

### ***Core Responsibilities:***

- Making calls to customer for pending emi payments.
- Co-ordinate with bank FPRs
- Identifying critical cases and act accordingly

Co-ordinate with agencies for emi collections in backend process allocate cases to Fe for emi collections

**Academic Education:**

- M.S.C (Botany) from Rajasthan university
- B.S.C (Zoology,Botany,Chemistry) from Rajasthan university

**Other qualification :**

- RSCIT Course certificate

**Interests and Hobbies:**

- Traveling
- Dance
- Listening to music of all genres

**SELF-ASSESSMENT:**

- Detail-oriented, efficient and organized.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking

**Certifications : DRA certified 2018 (Collections)**

**PERSONAL DOSSIER:**

- D.O.B : Nov 13, 1994
- Father's Name : Mr. Babu la sharma
- Marital Status :Unmarried
- Language Known :English, Hindi

**DECLARATION:**

I hereby declare that above information is true & correct to the best of my knowledge and belief.

**Prachi Sharma**

