**Divya Thakur**

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**Software Competencies:**

* Job boards: Job diva, Monster, Zip recruiter, indeed, LinkedIn etc.
* VMS portals: Beeline, Fieldglass, Wand, Econometrics
* Operating Systems: Windows XP, Android, Linux
* Languages: HTML, CSS
* Database Language: SQL
* Others: Android, Windows Phone 8, Adobe Dreamweaver,

**Professional Experience:**

**Executive Resourcing**

**Pyramid Consulting**

**May 2021- February 2023**

* Sourced candidates through multiple resources for clerical, customer service and Insurance opportunities.
* Navigated multiple systems to track the progress of qualified applicants.
* Conducted phone screenings, interviews and administered appropriate tests assuring candidate qualifications for client satisfaction.
* Submitted candidate on various VMS portals (Fieldglass, Wand, Beeline etc.).
* Handled team of 5,6 people in the absence of my Resource Manager.
* Maintained good relationships with team members and higher management.

**Analyst at eClerx Services Ltd.**

**March 2019 to December 2019**

* Technical support over the call for USA based clients.
* Resolved TV, Internet, and home security related queries.
* Handled 60+ calls on daily basis.
* Handled both inbound and outbound calls.

**Executive at Info edge Pvt ltd.**

**May 2018 to March 2019**

* Sourced candidates.
* Gulf recruitment.
* Screened profiles.
* Scheduled interviews.

**BDE at Times Globacom Pvt. Ltd. (Internship)**

**January 2018 to May 2018**

* AICRA was set up to promote, setting up standards for advance robotics & automation industry as well as developing skill set of latest technologies as part of skill development mission to fulfil the growing need in India for skilled manpower across sectors and narrow the existing gap between the demand and supply of technical skills.
* Handling event related tasks.
* Invited various tech companies CEO, Directors to the event that we organised.
* Organised automation seminars.

**Educational Qualifications:**

* MBA in Human Resource from Chandigarh University (Currently Pursuing).
* B.E (C.S.E) from Chandigarh University, Mohali, 2018
* Diploma in software engineering from National Institute of Information and Technology, Hamirpur, 2014 .

**Academic Achievements:**

* Got 1st Position on National Science Day 2015 in poster presentation.
* Got 3rd Position Robo Acyolytic event held in Tech Fest2015.
* Got 2nd Position in poster presentation event held in Tech fest 2015.
* Coordinator for the event counter strike in college event.
* Got 2nd position in Republic Day 2017 in road Painting event.

**Projects Undertaken:**

Project Name: Wanderlust

Environment: Dreamweaver

Languages/Database: HTML, CSS, java script

**Project Description:**

A website which is basically on travelling. It includes many things like travel blog, user personal ids. It is basically for the people who travel or have urge to travel, that’s why named it as Wanderlust. Allow user to share their experiences.

**Experiential Learning / Industrial Training:**

**IBM**

**Project Details: An online shopping portal with cloud computing**

**(May-June 2016)**

* Studied basic fact about cloud computing.
* 4-week industrial training on RDBMS, HTML and CSS at Chandigarh University.
* 3-week training on java and C++ basic organized by Chandigarh university.
* Keen learner with ability to learn new knowledge with ease.
* Confident and determined.
* Good presentation skills.
* Good team working ability.

**Extra-Curricular Activities:**

* Participate in project making competition held in our college.
* Part of Nation Cadet Cops of Chandigarh university
* Participated in National Social Service camp held in our college.
* Worked as class representative.

**Hobbies/Interests:**

* Travelling to new places to explore new things.
* Listening to Music.
* Social services.
* Photography changes our vision to look at things.
* Watching films as a medium to observe and understand human behaviour and societal changes.