**Priya Vats**.

**Contact No**: 9873696340/09015061686

**e-mail**: vatspriya30887@gmail.com

**CAREER OBJECTIVE:**

* Seeking a job where my skill and experience will greatly enhance the company/institute success and my own personal growth.

**EDUCATIONAL QUALIFICATIONS:**

* Passed 10+2 with I Division by C.B.S.E Board from PMS Ghaziabad during 2004-2006 respectively.
* Passed B.Sc (Maths) with II Division from RCCV college Ghaziabad by C.C.S University Meerut in 2009.

**PROFESSIONAL QUALIFICATION**

* Passed LL.B with II Division from MMH college Ghaziabad by C.C.S University Meerut in 2012
* Passed MBA/PGPM (3year programme) (HR & Marketing) from Institute of management & Technology (IMT CDL Ghaziabad)

**ACHIVEMENTS**

* Awarded a certificate during school time in English Calligraphy, Class clean, Group Song Competition, Fancy Dress Competition and Sports e.t.c.
* Awarded a certificate during college time in annual college fest for event coordinator,

co-anchor.

**EXPERIENCES:**

* Having experiences in taking tuition classes especially for Mathematics and Science subjects for last five year
* Six month experience with **IDEA call center** as **HR Executive (Recruitment)** from Jan 2011 to July 2011 **.**
* Worked with **Maxim Vision Consulting** as **Sr HR recruiter** from July 2011 May 2013.
* Currently associates with **Career Grow Consultant** as a **HR Manager** since may2013 **(Full Time)**

**JOB RESPONSIBILITY**

\*Handle 6 to 8 HR Recruiter by providing all related information.

\*We are dealing with BFSI industry (Kotak Mahindhra life insurance, Bharti axa , HDFC life, star health , religare health , India infoline , etc)  
\*Performing Basic Responsibilities- Position download/ understanding, ad posting, screening, short-listing of candidates.  
\*Use all methodologies of sourcing like Headhunting, Networking, Employee Referrals, Internet Sourcing (Job portals).  
\*Involved in end-to-end recruitment process for professionals across Senior & Mid dling initial round of interviews and regular follow-up till closures.  
\*Developing and maintaining open communication among management, clients & candidates.  
\*Client Management & Relationship Building - Across the board, all levels, all divisions.  
\*Doing reference check and post joining analysis.

**LANGUAGE KNOWN**

* Hindi and English

**STRENGTH:**

* **Sincerity,Discipline,Team Work, Confidence and Hard Work**

**ADDITIONAL DETAILS:**

* Marital Status : Single
* Nationality : Indian
* Father’s Name : Mr. H.P Vats
* Father’s Occupations : Gov. Emp.
* Date of Birth : 30 Aug 1987
* Address : I- 239 Govindpuram Ghaziabad

**DECLARATION**

The information provided above is correct to the best of my knowledge.

Date : Priya Vats