

ISHA JAIN

E-Mail: ishajain8995@gmail.com

Phone: +91-7289957281

Career Objective

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past learnings in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

Educational Background

- Currently pursuing MBA-HR (Distance) from NMIMS, Mumbai (2017-19)
- Bachelors in Business Administration from Maharishi Dayanand University, Rohtak in 2016.
- Class XII (Commerce) from Blue Bells Model Sr. Sec. School, Gurgaon in 2013.
- Class X from Blue Bells Model Sr. Sec. School, Gurgaon in 2011.

Work Experience

HR Trainee - Talent Lab, Gurgaon (April 2017 – May 2017) 2 months

- Reading and Understanding Job Description.
- Searching Resumes on Naukri Portal for the required post.
- Downloading the appropriate resumes and calling them.
- Short listing the candidates as per telephone Interview
- Conducting face to face interview of candidates with the hiring manager.

HR Trainee – Huawei Telecommunications, Gurgaon (Nov 2016 – March 2017) 4 months

- Reading and Understanding Job Description.
- Searching Resumes on Naukri Portal for the required post.
- Downloading the appropriate resumes and calling them.
- Short listing the candidates as per telephone Interview
- Conducting face to face interview of candidates with the hiring manager.
- Coordinating the selection of final candidates

Academic Projects

“The study of recruitment process at Huawei Telecommunications”

- Aim of the project was to understand the recruitment process which is being followed at Huawei Telecommunications.
- This included understanding the different sources and detailed steps involved in recruiting employees in the organization.

Skills, Interests and Hobbies

- IT Skills : Basic MS Word and MS Excel
- Interests and Hobbies: Listening to music, playing outdoor sports and surfing net.

Personal Details

- Date of Birth : 8th September, 1995
- Father's Name : Mr. Surendara Pal Jain
- Marital Status : Single
- Nationality : Indian
- Languages : English and Hindi
- Place of residence : Gurgaon