# AMANDEEP KAUR

**H.NO. # Z6- 04570, Street no. 3A, SAS Nagar, Bathinda-151001**

**PHONE: +7508960335**

**EMAIL ID:** [**amandeep263@gmail.com**](mailto:amandeep263@gmail.com)

**Career:**

Seasoned recruiter with 2 years of experience with high-volume recruiting responsibilities within start-ups and corporate environments. Extensive hands-on experience into recruiting Non-IT talent in the US and Indian marketplace and driving talent acquisition with sourcing teams. Presently looking for an opportunity as HR Recruiter.

**WORKING EXPERIENCE:-**

1. **Company – PeopleScout**

**Designation- HR Recruiting Coordinator**

**Period- June 2017 till date**

**Roles and Responsibilities:-**

* Responsible for handling Reyes process single handedly for the organization.
* Responsible for doing job posting for Reinhart, Martin Brower and Great Lakes Coca-Cola on free as well as paid websites. E.g. Craigslist, Jobcase, Jobvertise, Jobspider etc.
* Extensive value added recruiting experience by understanding Clients HR issues and interacting with onshore recruiters regarding recruiting goals.
* Responsible for coordinating with onshore Reyes team and supporting them with Indeed and Glassdoor job posting.
* Supported various other clients as well i.e. J.W Marriot, R1 and American Airlines.
* Responsible for supporting SAT Team of J.W Marriot by handling automated job posting on various portals of all the positions.
* Supported R1 process team by dealing with candidature of the candidates for E Skill assessment and updating the same on R1 Atlas tool.
* Created Requisition input for R1 process and coordinating the same with onshore regarding requisition input to be created.
* Responsible for screening the candidates for R1 process through assessing digital interviews.
* Supporting American Airlines team with Drug screening and Finger print screening of the candidates.
* Also, responsible for sending Birthdays and Anniversary emails for SAT Team (JW Marriot), R1 Team and American Airlines team.

1. **Company – HR Bloc Consulting**

**Designation- HR Recruiter**

**Period- April 2016 till March 2017**

**Roles and Responsibilities:-**

* Understanding client’s requirements.
* Coordinating with Candidates for various midlevel and senior level positions.
* Scrutinizing, screening and short listing resumes based on specific criteria, skills, qualifications and relevant experience post telephonic interview and sending them to clients.
* Arranging for technical interview and coordinating with the concerned tech panel & HR Managers.
* Communicating the employment status to the applied candidates.
* Compensation negotiations/Salary Package to the candidates.
* Hand holding till the candidate gets onboard.
* Maintaining and updating the database of all the shortlisted candidates.
* Managing job postings.

**Achievements:**

* Got performance recognition for Quarter-1 of 2018.
* Was always in top 3 performers to achieve recruiting targets in HR Bloc Consulting.

**Professional strengths:**

* Expert in understanding the business requirement.
* Excellent in identify the need of organization.
* Excellent in understanding and analyzing the human behavior.
* Proficient in coordinating with the people.

**Technical Skills Set:**

* Familiar with tools like Microsoft Office, Access, Excel, Outlook, PowerPoint and Word.
* Executed various academic projects using MATLAB, PSPICE, and POWER WORLD SIMULATOR.

**Academic Project Undertaken:**

* Study of employee retention in IT sector with special reference to INFOSYS.
* Study of an entrepreneur of BURN GYM&SPA PVT.LTD and conducted survey of gyms of tricity to gather business plan of gym and people’s perspective towards fitness.
* Major project on Water level controller using 8051.
* Minor project on wireless video transmission using MATLAB.
* Gas leakage detector.

**Training and Certificates:**

* Training at SBI fund management Pvt. Ltd. Investor Service Centre, Chandigarh for study of ‘Individuals perception towards SBI mutual funds’.
* Training at PUNCOM for study of VMUX and its applications.
* Training at Electric Sub-Station sector 35 Chandigarh for study of basic electrical.

**Achievements and awards:**

* Performed an active part in organizing JHANKAAR 2011, Panjab University fest.
* Participated in rangoli competition at hostel annual function 2014.
* Participated in many workshops organized in UIET, 'ETHICAL HACKING ’.
* Participated in Goonj 2013 UIET, PU fest, as fashion show organizer.
* Got second prize in nail art competition at hostel annual function in 2012.

### Academic Qualification:

* B.E+MBA in H.R & Finance and B.E in ECE (Electronics and communication) from University Institute of Engineering and Technology, Panjab University, Chandigarh in 2015.
* XII from CBSE, D.A.V School Bathinda, Punjab in 2010.
* X from CBSE from St. Joseph senior secondary school Bathinda, Punjab in 2008.

### PERSONAL DETAILS

**NAME :** AMANDEEP KAUR

**FATHER NAME :** MR. KULWANT SINGH

**Permanent Address :** # Z6- 04570, Street no. 3A, SAS Nagar, Bathinda-151001

**Contact No. :** +7508960335

**DATE OF BIRTH :** 01st February 1992

**MARTIAL STATUS :** UNMARRIED

**LANGUAGE :** HINDI, ENGLISH AND PUNJABI

**ATTRIBUTES :** CREATIVE, ADAPTIVE, INNOVATIVE, TEAM WORK

**Date:** 06-7-2018

**Place:** Gurgaon  **(AMANDEEP KAUR)**