

# Rashi Jain

## HR Recruiter

✉ rashijain381@gmail.com ☎ 7440282783 📍 Vijay Nagar Indore MP 452010 📅 26/11/1999

🇮🇳 Indian 🌐 Un married in Rashi Jain.

### Profile

Working as an HR professional having skills like human resource management skills and communication skills and enhanced these skills while making contribution for company and always responsible towards my responsibilities

### Professional Experience

11/2022 – present  
Indore, India

#### **HR Recruiter, Generalist, coordinator**

*Fablo Platforms*

- HANDLING INTERNAL & EXTERNAL COMMUNICATION WITH EMPLOYEES.
- HANDLING ALL RECRUITMENT CYCLE .
- MAINTENANCE OF HRMS ON THE BASIS OF JOINING AND RELIEVING.
- RESPONSIBLE FOR UPDATING AND DESIGNING THE JOB DESCRIPTION.
- ADVERTISE JOB OPENING ON COMPANY CAREER PAGE, SOCIAL MEDIA, JOB BOARDS AND INTERNALLY.
- RESPONSIBLE FOR SOURCING POTENTIAL CANDIDATES FROM VARIOUS ONLINE CHANNELS LIKE (SOCIAL MEDIA ETC).
- INVOLVE IN SCREENING PROCESS OF INCOMING RESUME AND APPLICATION FORMS .
- CRAFT RECRUITING EMAILS TO ATTRACT TO PASSIVE CANDIDATE.

04/2022 – 11/2022  
Indore, India

#### **Business Development Executive**

*Victory Terminal Financial Services*

- GENERATED LEADS
- MAKE A RELATION BETWEEN CLIENT AND COMPANY.
- ACHIEVE ALL THE TARGET
- COLD CALLING.

06/2021 – 12/2021  
Gwalior, India

#### **HR intern**

*Aashman foundation*

- HIRING A GOOD AND RESPONSIBLE CANDIDATE TO THE FOUNDATION.
- HELP THE VIDDOWS TO PROVIDE THE FOOD , HOME AND CLOTHS .
- HIRING THE CANDIDATE FROM DIFFERENT SOCIAL MEDIA AND ONLINE JOB PORTALS.

06/2021 – 07/2021  
Gwalior, India

#### **HR intern**

*Umeed -A Drop of hope*

- HIRING A BETTER CANDIDATE TO OUR NGO .
- COLLECT THE FINANCIAL SUPPORT BY OUR FAMILY AND NEIGHBOURS.
- MAKE THE SOCIAL MEDIA POSTER AND POST OUR SOCIAL MEDIA .
- HELP THE POOR CHILDREN TO MAKE OUR FUTURE GOOD AND BETTER.

## Education

11/2020 – 08/2022 Gwalior, India	<b>Masters of Business Administration</b> <i>Shriram institute of information technology</i> HR & Finance
07/2017 – 08/2020 Gwalior, India	<b>Bachelor of computer science</b> <i>Govt Girls college Gwalior</i> Computer science
04/2015 – 03/2017 Gwalior, India	<b>Higher secondary school</b> <i>Jiwajirao higher secondary school</i>
04/2014 – 03/2015 Gwalior, India	<b>Higher secondary school</b> <i>Carmel convent school</i>

## Languages

- English
- Hindi

## Skills

IT & Non IT Recruitment	MS Office , MS PowerPoint, MS Excel , MS word
Team Mangement	<ul style="list-style-type: none"><li>• ABILITY TO WORK AS AN INDIVIDUAL AS WELL AS IN A GROUP.</li></ul>

## Declaration

I hereby declare that all the above information is true to the best of my knowledge

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**Rashi Jain**