

Pratiksha Jain

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Location – Indore

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Objective

Passionate in the belief that Human Resource development is essential to the growth and success of an organization that wishes to scale and achieve higher levels of profitability. Strong zeal to attain the success in field of Human Resource.

Professional Experience

Mar 2022 – Sep 2022 | SCANDINAVIAN TEACH AB company |Sweden (remote)

HR recruiter

Role & Responsibilities:

- As an IT Recruiter is to build long-term relationships with candidates and clients alike. Handling different social media platforms like linkedin, Naukri and Facebook.
- Making profiles of the candidates and applying on different international portals like Ework, Asociety etc.
- Handling end to end recruitment cycle from resume screening to offer.
- Sourcing, Screening and pre-interviewing and Mass mails for internal/external references.
- Preparation of salary fitments,Salary negotiations and ensuring joining.

April 2021- Sep 2021 | Conneqt Business Solutions | Indore

Customer Care Executive

Roles & Responsibilities:

- Resolves any such queries generated by its customers or clients with efficiency.
- The only aim is to ensure customer satisfaction by fulfilling their requirements.
- Should be confident in troubleshooting any such emerging queries and maintaining high standards.
- Develops a strong relationship with their customers and generates trust with an open and interactive communication.
- Acquire and validate information and provide it to the customers with full efficiency.

Internship

5 Oct 2021 -15 Nov 2021 | AA Consultants | HR Intern

- 45 days internship with AA consultant firm , where i learn recruitment process
- Sourcing candidates online, updating job ads and conducting background checks.
- Drafting and posting job description at linkdin,naukri job portals.
- Interviewing candidates

Education

- **Master of Business Administration (HR +marketing)**
Chameli Devi Group of Institution Indore | 2020-2022 | Percentage –74.3 %
- **Bachelor of Business Administration (HR)**
Softvision College Indore | 2017-2020 | Percentage - 59 %
- **Higher secondary (12th)**
Rashtriya Vidya Mandir School Indore(M.P Board) 2017 Percentage - 60%
- **High school (10th)**
Rashtriya Vidya Mandir School Indore(M.P Board) 2015 Percentage – 69%

Professional Certification(s)

SAP HCM (Human Capital Management) Zblearn Institute

- Basic knowledge of SAP HCM application experience in OR.
- Basic knowledge of HR processes and procedures.
- Good knowledge of SAP HCM, with hands on execution, including Employee Self Service / Manager Self Service, Enterprise Compensation Management, Payroll, Organizational Management, Performance Management, Personnel Administration, Personnel Development, Recruitment, Time Management, Training & Event Management, Interfaces with other non – SAP system

Skills

- Recruitment
- Microsoft Excel
- Microsoft Office
- Customer Service management
- Human Capital Management
- Human Resources management
- Time management
- Payroll management

Hobbies

- SPORTS – KHO-KHO, Badminton, Hand-BALL
- Photography
- ListeningPoetry.

Personal Information

- Date of Birth : 13/08/2000
- Fathers name : Shailendra Jain
- Marital Status : Unmarried
- Nationality : Indian

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge.