

Name-Priyanka Malhotra

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Current Location-Jammu

Searching for only remote opportunities.

Having own laptop and internet connection.

Notice-An immediate joiner.

Current Salary- 2 LPA.

Expected Salary- Decent hike on my current salary.

Comfortable for all shift timings.

Career Objective: I am searching for an opportunity where I can enhance my skills for my professional growth as well as the growth of the organization.

Educational Qualification:

S.no.	Class	Board/University	Passing Year
1	X	JK Board	2017
2	XII	JK Board	2019
3	Bachelor of Arts	GCW Prade, Jammu	Pursuing

Experience:

Company: Tech Mahindra, Chennai (Remote)

Designation: Customer Support Executive-July,2022-Present.

Roles and responsibilities:

I am responsible for handling customer tickets and clients.

I am responsible to answer the customer queries via phone, chat and emails.

I have an excellent track record and have been awarded star employee for continuously too.

Company: ATR Consultants, Jammu (Remote)

Designation: HR Recruiter (Freelancer)-June,2021-July,2022

Roles and responsibilities:

Responsible for End-to-End recruitment life cycle.

Sourcing IT Technology candidates through various job portals.

Telephonic Interviews of the candidates.

Understanding the job requirements.

Screening of eligible candidates viz. candidates for availability, interest level, salary range, technical knowledge & Qualification.

Good Experience in closing number of Leadership positions as Directors, Associate Directors, VP, Managers Roles.

Schedule and organize interviews with suitable candidates.

Provide administrative support to Human Resources department of the organization.

Prepare necessary documents, job description, screen tests and interview questions for the organization.

Keep records of candidate interviews and report them to recruitment managers.

Maintain the internal database.