**Kartik Jain**

**Email Id:**[kartikjain823@gmail.com](mailto:kartikjain823@gmail.com)**Mobile No:** +91-9426266096/+91-7226014962

**Personal Profile**

* Intend to build a creer with a reputed and recognized service provider with committed & dedicatte people, which will help me to explore and utitlise my skills and realise my potential

**Skills**

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| **Documentation** | Capable of documenting requirements and specifications in lucid and clear way |
| **Communication Skills** | Eloquent speaker and having capability to make the point to diverse section of people of varied culture |
| **Administrative Skills** | Managed events in college fest |

**Work Experience**

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| **Eximious Global Pvt Ltd** | **Dec 2019- Mar 2020** |
| **Talent Acquisition Executive** | Recruitment  On-Boarding  Induction  Compliance  Employee Relationship  Vendor Management |
| **QX Global Services LLP** | **Oct 2015- Dec 2019** |
| **Recruitment Consultant**  **Compliance Office** | **Out of Hours**  **Oct 2015- May 2017**  Issue Handling  Client Interaction  Bookings  Value Deliver (Acute & Mental Health Nursing)  **Compliance**  **June 2017- Dec 2019**  Reference Chasing  NMC Web check (Distribution & QC)  DBS  Training |
| **Axiom BPM Pvt Ltd** | **Sept 2014-Oct 2015** |
| **Quality Check** | Hearing calls and giving appropriate feedback to executive/s |

**Education**

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| --- | --- | --- | --- |
| **Duration** | **Course** | **University/Board** | **Percentage** |
| 2019-Till Date | PGDGM | Pandit Deendayal Petroleum University | Pursuing |
| 2008-2012 | B. Tech. | Rajasthan Technical University | 59.40% |
| 2007-2008 | HSC | GSHSEB | 55.40% |
| 2005-2006 | SSC | GSHSEB | 79.43% |

**Achievments**

* Won 1st prize in gaming event in College fest Shradhanjali 2009
* Won 2nd prize in team event football at annual sports meet of college 2011
* Top Former for the month of Aug 2018 in QX Global Services LLP

**Strenghts**

* Ability to work under pressure, team worker, hard worker

**Major Project**

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| --- | --- |
| **Project Title**  **Project Description** | Fire Fighting Robot  The aim of this assessment was to design and construct a Fire-Fighting Robot which would extinguish candles avoiding any obstacles in the robot’s path. Our robot was primarily design using the Proteus software, with extensive detailed drawings enclosed in this report. The main structure of the robot was made of light 3mm aluminium plate. Smaller robotics projects provide a good base for students to apply a variety of engineering skills necessary to develop these low-cost systems |

**Minor Project**

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| --- | --- |
| **Project Title**  **Project Description** | Smart Card Controlled Power Supply with Reader & Programming Section  This project can facilitate in improved cash flow management in energy utilities and can reduces problem associated with billing consumer living in isolated area and reduces deployment of manpower for taking meter readings |

**Extra Curriculars**

* Attended the seminar of Innovative development in Electronics Arena (IDEA ’11) organized by IEEE and Arya Groups of Colleges
* Student Ambassador of Indian Development Foundation (IDF)

**Training**

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| --- | --- |
| **Title**  **Company Name**  **Duration**  **Description** | Global System for Mobile Communication  HUAWEI Telecommunication(I) Pvt. Ltd., Ahmedabad, Gujarat  30 Days  I have acquired knowledge of operation and maintenance department.  Following functions are present in the operation and maintenance department which is monitored with the help of M2000 software made by the company:   * Configuration management * Fault Management * Performance Measurement * Security Management * CDR Management * Environment Monitoring |

**Hobbies**

* Computer Gaming
* Travelling
* Driving

**Personal Details**

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| **Father’s Name** | Mr N D Jain |
| **Date of Birth** | 23rd august 1990 |
| **Permanent Address** | A-201, Prarthana Greens, Nr Pramukh Aura, ’KH’ Road, Sargasan cross road. Gandhinagar. 382421 |
| **Nationality** | Indian |
| **Languages Known** | English, Hindi, Gujarati. |