

## **Jyoti Jangid**

E-mail: jangidjyoti1205@gmail.com

Phone: 9887473693

### **CAREER OBJECTIVE**

Looking for an opportunity as an Hr executive where I can fully utilize my skills. A position that will enable me to use my strong organizational skills, work experience, and ability to work well with people towards the organizational growth and development.

### **WORK EXPERIENCE:**

- Worked as a HR Executive in LET US CODE System Pvt. Ltd. ( jan 2020 to Aug 2021)

### **ROLES AND RESPONSIBILITIES:**

- Experience in sourcing contact details from online sources like LinkedIn, Naukri, Google search.
- Responsible for getting new leads/requirements and maintaining existing clients to enhance business relations.
- Understand the requirement and client's need and shortlist the suitable candidates based on technological skills, rates and location preferences from the available pool of resources.

### **SUMMARY OF QUALIFICATIONS:**

- Excellent organizational, interpersonal, communication and leadership skills
- Excellent interpersonal and communication skills, with the ability to build positive relationships with employees at all levels.
- Ability to work independently and in a team-oriented environment.
- Sound understanding of recruitment strategies and talent acquisition techniques.

### **EDUCATION:**

- **M.com in BADM from rajasthan university , Jaipur in the year 2017**
- **B.com in commerce from kanoria P.G. mahila mahavidyalaya,Jaipur in the year 2015**
- **H.S.C. from Ryan International School ,Jaipur in the year 2012.**
- **S.S.C from Ryan International School ,Jaipur in the year 2010.**

### **TECHNICAL SKILLS**

Operating Systems	Windows
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<b>Software</b>	MS-Office
<b>Key Skills</b>	Working knowledge of excel, word .

**PERSONAL DETAILS**

<b>Name</b>	Jyoti jangid
<b>Father's Name</b>	Mr naresh kumar
<b>Date of Birth</b>	05th may,1994
<b>Languages</b>	English, Hindi
<b>Permanent Address</b>	E-1 Nandpuri 22 godam hawa sadak,Jaipur. (rajasthan) -302019
<b>Present Address</b>	304 staff quarters passport head office gulbai tekra,Ahmedabad. -380006

**Place: Ahemdabad**

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