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| **CONTACTS**   |  |  | | --- | --- | |  | ankitarajpurohit79  @gmail.com | |  |  | |  | 9024612048 | |  |  | |  | 2 Raghuvansh Shubkamana Society, Opp. Sarita Vidhyalaya, Anand Nagar Road, Satellite, Ahmedabad | |  |  | |  |  |  |  | | --- | |  | |  |   **Skills**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | Recruiting | 🟊 | 🟊 | 🟊 | 🟊 | 🟊 |  | |  | Sourcing | 🟊 | 🟊 | 🟊 | 🟊 | 🟊 |  | |  | Mapping | 🟊 | 🟊 | 🟊 | 🟊 |  |  | |  | MIS | 🟊 | 🟊 | 🟊 | 🟊 |  |  |  |  | | --- | |  | |  |   **Languages**   |  |  |  |  | | --- | --- | --- | --- | |  | English |  |  | |  | Hindi |  |  | |  | Gujarati |  |  | | |  |  |  | | --- | --- | --- | |  | **ANKITA PUROHIT** |  | |  | Sr.Executive-Talent Acquisition |  | |  |  |  |  |  |  | | --- | --- | | **Experience** |  |  |  |  |  | | --- | --- | --- | |  |  | | |  | **Company Name** – **ANS Placements Pvt LTD.Ahmedabad**  **aug 2018 To Till Date** | | |  | |  | •Responsible for recruitment for Clients positions as well as Internal Recruitment also  • Sourcing the right kind of profiles through internal database, Referrals, job portal(Naukri.com) as per job specifications given.  •Conducting first level interviews (Telephonic) to check communication Skills, technical skills, interest level, availability, salary, and everything possible.  • Assisting in smooth transition: Documentation, Induction, and Joining.   * Shortlisting the profiles sourced and sendingit to the respective hiring managers. * Promptly informing the rejected candidates about the reason for the rejections. * MIS: Preparing reports on the no. of closures and offer decline numbers to ensure the flow of work to reach the aspire rates. * Sending weekly, Monthly and quarterly Head count and hiring report. * Providing training to the new employee in organisation about the policies and organisation work method. * Documents Management of new employées joined in the Organisation. | | |  | |  | **ACHIEVEMENTS**   * Become Fresh face of the year in 2018-19 with the highest joining among new employees. * Got 2 Appraisal in 1.5 Years. | | |  | |  | **Education** | | |  | |  |  | | |  | |  | • BBA (Year 2013-2016)  Jai Narayan Vyas University, Jodhpur, Rajasthan  • HSC (2013)  Govt. Sr. SEC. School Bali, Pali (Rajasthan)  • SSC (2011)  Vivek SEC. School Bali, Pali(Rajasthan) | | |  | |  | | |  | |  |  |  |  | | --- | --- | --- | |  | |  | |  |  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | |  |  | |  | |  |  | |  |  | |