**EKTA POKAR**

[ektapokar19@gmail.com](mailto:ektapokar19@gmail.com)

+(91) 8200046571

Modasa, Gujarat, 383320

**OBJECTIVE**

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

**EDUCATION**

**SSC**

MARCH 2013

BOARD OF SECONDARY EDUCATION- ANDHRAPRADESH (HYDERABAD)

82%

**HSC**

MARCH 2015

TELANGANA STATE BOARD OF INTERMEDIATE EDUCATION (HYDERABAD)

75.20%

**BCOM**

APRIL 2018

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

CGPA- 60%

**WORK EXPERIENCE**

**AVID PLACEMENT**

**July 2022 – December 2022**

**US STRATEGIC RECRUITER**

* Working with full cycle recruitment process with various job roles I need to serve within IT and Financial domain.
* Understand the client’s needs and respond urgently by recruiting effectively and in a timely manner.
* Work closely with Sales staff and Account Management

**QX GLOBAL GROUP**

**OCT 2021 – April 2022**

**RECRUITMENT SPECIALIST**

* Review the job description; understand the requirements of clients and accordingly execute a search plan for identifying potential candidates to fit the requirement
* Source candidates using multiple channels like job portals, internal database, social media etc (LinkedIn, career builder, monster, zip recruiter, indeed)
* Assessed an applicant's relevant experience, knowledge, skills, and competencies
* Build strong candidate relationship & credibility to leverage their trust for getting referrals
* Negotiating wage rates and other terms of employment and gain commitment from candidates for current and future job requirements
* Timely communication with the candidates and keeping them posted with updates on their candidature

**KOCHAR INFOTECH**

**DEC 2017 - AUG 2020**

**TECHNICAL RECRUITER / SUPPORT EXECUTIVE**

* It involves tasks such as putting together job ads, sourcing candidates, reviewing their qualifications, negotiating the salary and everything else involved in hiring new staff.
* Source candidates using multiple channels like job portals, internal database, social media etc (Naukri, Monster)
* Scheduling, coordination, and ownership of end-to-end recruitment cycle
* To identify, research and resolve customer issues by using the computer system and applications
* Involved in a monthly performance review
* Worked in team of Grievance Department
* Served in a Merchant care and Retail care department for client needs
* Helped troubleshoot the technical issue of the customers, merchants, and retailers regarding their and payments, commissions and accounts.

**SKILLS**

* Objection handling
* Interpersonal skill
* Time Management
* Problem solving skill
* Team work
* Leadership skills
* Market research
* Critical thinking
* Active listening skills
* Work ethic

**LANGUAGES**

Telugu - Fluent

English - Fluent

Hindi - Fluent

Gujrati - Fluent

**DECLARATION**

I hereby declare that the information furnished above are true to the best of my knowledge and belief.