# SumanaMisraBhagabati

# DWAKESH ANTILIA, C- 701,

# NR. MANILAL PARTY PLOT,

# B/H DECATHLON,

# MOTERA, AHMEDABAD,

# GUJARAT - 380005

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# SUMMARY

# Currently working as HR Recruiter at **Enflexis Solution** from – **20.4.2022** to present.

# Working as Hr Recruiter which includes stages of recruiting, sourcing, screening.

# My job role also includes conversing with the potential candidates and guiding till the end of the interview process to joining.

# Recruiting both IT and Non IT profiles

# **IT Profiles:**

# Java Developer

# Senior Software Developer

# Dot. Net Developer

# React Developer

# Angular Developer

# Network and System Engineer

# Node Js

# Java Micro Servises

# Bilingual Project Manager

# Business Analyst

# DBA

# QA Lead

# Support Engineer

# System Automation Engineer

# Support Engineer

# Devops Engineer

# **Non IT Profiles :**

# Mechanical design Engineer

# Electrical Design Engineer

# Automation Engineer

# BDM

# Senior Consultant ( Lean Consultant)

# Sales Consultant

# Hr Recruiter

# KEYSKILLS

* Talent acquisition techniques.
* Candidate screening and assessment.
* Profiroficiency in using job portals like Naukri and linkedIn, Monster
* Poficient in in doing JOB Posting and mass mailing
* X ray search like Recruit’em
* Knowledge of employment law and practices.
* Executive recruiting.
* Relationship building.
* Strong verbal and written communication skills.
* Networking.
* Negotiating.
* Technical software skills.
* Social media and digital marketing skills.

# EDUCATION

PG Certification In Digital Marketing and Communications MICA &upGrad

* CourseModules: Jul'20-Apr'21

Fundamentals of Marketing | Digital Marketing Metrics and Channels | Designing and Building WebPresence

Social Media Marketing |Search Engine Optimization (SEO)| Web Analytics| Defining Robust Digital Marketing Strategy

* Content Marketing Specialization |Marketing Data Identification and Collection| Marketing Communications

# KEY MARKETING PROJECTS

BlogWriting-Bemyexperience.in.HascreatedcontentforduringtheDigitalMarketingCoursefromMICAandupGradanddonefewfreelancingwork.

Project On Social Media Face Book ADSEM

* Google Ad
* Email Marketing

MASTERSINCOMMERCE: Apr'09-Apr'11

* GAUHATI UNIVERSITY Guwahati 6.28 CGPA
* BACHELOR of COMMERCE: Mar'06-Apr'09
* GAUHATIUNIVERSITY – Guwahati 54.5%

# ADDITIONALINFORMATION

5yearofExperienceinEducationsector(Teaching,Coordinator) BachelorInEducation(B.ED)