

SNIGDHA RAJ

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Career objective

To have a growth oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and teamwork.

Academic Qualification

| Course | University/ Board | Institute | Year of passing | Percentage/ CGPA |
|--|------------------------------|---------------------------------------|----------------------------|-----------------------------|
| B.Tech- Electronics and Communication Engineering | Centurion University | Centurion Institute for Technology | 2017 | 7.69 |
| Intermediate XII | C.B.S.E | DAV Public School Hehal Ranchi | 2013 | 54% |
| Matriculation X | C.B.S.E | DAV Public School Hehal Ranchi | 2011 | 72% |

Work History

JOULESTOWATTS BUSINESS SOLUTIONS PVT LTD **September 2018 to March 2019**

Job profile: HR RECRUITER

Experience: 3 Months

Responsibilities:

- Screening and shortlisting candidates from Naukri as per the Clients requirements and technologies.
- Scheduling Interviews as per the given requirement.
- Onboarding and Joining formalities of the candidate.
- Meeting clients for new requirements and delivering sources as per the requirement.

Achievements and Extra-curricular activities

- Volunteered International match ICC- India vs. South Africa at Barabati Stadium, Cuttack through SEDA.
- Coordinated blood donation camp at Centurion University of Technology and management in the year 2013 and 2015.

Personal Trait

- Communication
- Creative
- Co-operative and keen observer
- Leadership skill

Hobbies

- Dancing
- Cooking
- Travelling.

Personal Profile

| | | |
|-------------------|---|---------------------------|
| Date of Birth | : | 09-04-1995 |
| Gender | : | Female |
| Marital status | : | Single |
| Languages Known | : | English, Hindi and Odia |
| Permanent Address | : | Ranchi, Jharkhand, 834005 |

I hereby declare that all the details furnished here are true to the best of my knowledge.

DATE :

NAME : SNIGDHA RAJ

PLACE:

SIGNATURE: