

# **CURRICULUM VITAE**

## **SHARLEEN KAUR**

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## **CAREER OBJECTIVE:-**

To be a part of professionally managed organization to place all my skills and abilities for it. I want to utilize my character, capacity and potential for the all around development of the organization that I look forward to serve.

## **SYNOPSIS:-**

1. An assertive individual having excellent communication & inter personal skill
2. A result oriented person with the ability to work & manage a team of people.

## **Educational qualification:-**

S.No .	NAME OF THE EXAMINATION	NAME OF THE INSTITUTE	NAME OF BOARD /UNIVERSITY	Year
1.	MBA(HR)	Scdl(Correspondence)	Symbiosis University	2013-2015
2.	MCOM	IGNOU(Correspondence)	IGNOU	2013-2014
3.	PGDIBO	IGNOU(Correspondence)	IGNOU	2012-2013
4.	B.Com	G.G.S.C.W Sector-26 Chandigarh	Pan jab University	2006-2009
5.	10+2	G.G.S.S.S Sector-18 Chandigarh	CBSE	2004-2006
6.	Matriculation	ST. Joseph Senior Secondary School	CBSE	2004

## **COMPUTER PROFICIENCY:-**

One year diploma in computer application in 2010-2011

Advance diploma in software technology & system management in 2013-2014

## **EXPERIENCE:-**

1. **Mirus Solutions** as **HR Recruiter** for **IB** (INVESTMENT BANKING) from October 2016 to Present.

### **Job Profile:-**

- Screening of the candidate according to the Role
- Shortlisting and processing interview rounds
- Candidates follow up till joining and negotiation with the HR as per the candidate demand.
- Mapping of the market through Naukri, LinkedIn etc. and References
- Managing the overall cycle of the recruitment process.
  
- Implemented sourcing strategies including free portals, ads, social networking, headhunting etc.
- Screening and short listing the resumes.
- Conducting interview process.
- Familiar with the joining formalities i.e. documents collection
- Maintaining and updating the Personnel Files of the employees.

2. **Arihant Instruments and Chemicals** as an **Accountant** from Feb 2011 to June 2011.

### **Job Profile:-**

- Maintaining Ledgers.
- Preparing C Form
- General Enteries
- Payment Reminders to debtors
- Billing
  
- Bank Reconcillation
  
- Collecting and maintaining C Form records

### **STRENGTH:-**

- Positive attitude.
- Work in Team as well as individual.
- Good learning and understanding power.

### **PERSONAL DETAILS:-**

Father's name: - S.Harjinder Singh Walia

Mother's name: - Mrs. Bimla kochhar

Date of Birth: - 1<sup>st</sup> September 1988

Martial Status: - Single

Language known: - English, Hindi and Punjabi

Hobbies: - Listening Music, Watching TV

### **DECLARATION**

I assure that if given a chance to work with your organization. I can prove my worth and also that the above facts are true of knowledge.

**27-Apr-17**