

Resume

Ankush Sharma

PERMANENT ADDRESS :-

Ward no 12, Near Star Properties Singhpura Road, Kurali.

Contact No. 9888682918

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PERSONAL SYNOPSIS

- ✓ Experience in Recruitment & Customer Relationship Management Services Profile
- ✓ Excellent written and oral communication skill.
- ✓ Hands on experience in building customer service and loyalty.
- ✓ Highly skilled in researching issues and finding solution and best alternatives to marketing issues and solving customer & client issues.
- ✓ Easy going nature and able to coordinate with all staffs.
- ✓ Possess excellent interpersonal, communication and organizational skills with proven abilities in management and planning.
- ✓ Proficient in handling operations in compliance to rules & regulation laid by various governing bodies.

KNOWLEDGE PREVIEW

- Recruitment
- Screening & Short listing
- Conducting Interview
- Client Coordination
- Client Interaction

PROFESSIONAL EXPERIENCE

Previously Worked with Neway Recruitment (From Feb 2019 to 20th January 2023)

Designation: - HR Recruiter

Job Description as HR Recruiter

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- Sourcing the resumes through Job portals, references, databases as per Requirement
 - Conducting preliminary interviews
 - CV screening / short listing
 - Cold Calling
 - Coordinating & scheduling of interviews. Explaining the job profile to the potential candidates / resources.
 - Orientation of new Employees about organisation process & Policies
 - Industrial Relationship
 - Face to Face & Telephonic interview.

- Office Management.
- Executive Search through Head hunting.
- Advertisements
- Job posting in various jobs Portal like , Indeed.com, Shine.com, Monster.com , Social Media & LinkedIn

1 year experience as a Freelance Recruiter.

4 years experience as Insurance Advisor from 2015 to 2019

ACADEMICS

- **PGDCA** From Panjab University.
- **B.A** From Panjab University.
- **12th** From PBSE Board.
- **10th** From PSEB.

COMPUTER SKILLS

- Well versed with Microsoft Office Applications viz. Excel, Word, and PowerPoint.

PERSONALITY TRAITS

- Strong analytical and logical skills.
- Remarkable patience and skilful in handling the cases.
- Confidence & High Morale.

HOBBIES

- Listening music
- Share Marketing
- Interaction with people

Personal Dossier

Father Name	:	Late Jaspal Sharma
Mother Name	:	Mrs. Vijay Luxmi
Date of Birth	:	22 July 1988
Sex	:	Male
Marital Status	:	Married
Language Proficiency	:	English, Hindi & Punjabi

Declaration:- I do hereby declare that the information details given by me in above are correct and true to the best of my knowledge and belief.

Date:- _____

Place: - _____

Signature:-

(Ankush Sharma)