

RESUME

Pallavi P

Address

No.2/ 1, Hanumanthappa garden, 2nd main, L.N Puram,
Near Bandireddy circle Srirampuram, Bangalore-560021.
Phone No: 7406019061.
Email: pallavia281@gmail.com

Career Objective :-

To secure a challenging position that utilizes my technical and analytical skills and contributes to the overall growth of the organization, and to learn new concepts and techniques that would enhance my career.

Educational Experience:-

Qualification	Institute	University	Year	Class
S.S.L.C	L.B.E.H.S	Karnataka Secondary Education Board	2005-06	First
Diploma in Commercial Practice	KIET Polytechnic	Karnataka Technical Board of Education	2006-09	First

Company:- Vista Info Systems(Bangalore) www.vistainfosystems.com

Vista Info Systems is an ISO Certified Company involved in Recruitment, Translation, Transcription, In -House Software Development and Mobile Applications.

Designation: IT Recruiter & Transcriptionist

Duration: 30th June 2009 to 30th April 2010

Experience: 9 Months

Department- Recruitment & Business Transcriptionist

- Role and Responsibilities:
- Responsible for full lifecycle of the recruitment Process.
- Interacting with Team Leader and getting the Requirements.
- Sourcing profiles from portals like Naukri, Monster, Job posting, Mass mailing.
- Periodic follow-ups are made to ensure the candidates to take up the interview call.
- Giving interview feedbacks to the candidate.
- Analyzing the requirement and sourcing profiles for the requirement.
- Follow up the candidate still the offer is been issued and the candidate joins.
- Developing and maintaining database of the candidates.
- Co-ordinates with the management to face the challenges recruitment.

Company: Techs to Suit, INC(Bangalore) www.techstosuit.com

Designation: IT Recruiter

Duration: 22nd Sep 2010 to Jan 2011

Department: Recruitment

Role and Responsibilities:-

- Responsible for full lifecycle of the recruitment Process.
- Interacting with Team Leader and getting the Requirements.
- Sourcing profiles from portals like Monster, Job posting, Mass mailing.
- Periodic follow-ups are made to ensure the candidates to take up the interview call.
- Giving interview feedbacks to the candidate.

- Analyzing the requirement and sourcing profiles for the requirement.
- Developing and maintaining database of the candidates.
- Co-ordinates with the management to face the challenges recruitment.
- Developing and maintaining database of the candidates.
- Co-ordinates with the management to face the challenges recruitment.

Company: New Edge Vision www.newedgevision.com

Designation : Sr.IT Recruiter
Duration : Jan 2011 to Aug 2011
Department: Recruitment

Role and Responsibilities:

- Responsible for full lifecycle of the recruitment Process.
- Interacting with Team Leader and getting the Requirements.
- Sourcing profiles from portals like Naukri, Monster, Job posting, Mass mailing.
- Periodic follow-ups are made to ensure the candidates to take up the interview call.
- Giving interview feedbacks to the candidate.
- Analyzing the requirement and sourcing profiles for the requirement.
- Co-ordinates with the management to face the challenges recruitment.
- Developing and maintaining database of the candidates.
- Co-ordinates with the management to face the challenges recruitment.

Company: South Western Railway (Contract Employee)

Designation: Data Entry Operator
Duration : May 2022 to Till Date
Department: Electrical TRD Branch

Role and Responsibilities:

- Typing Confidential letters.
- Sending mails

Technical Skills

Computer - Basic Computer Skills, Internet, Tally 7.2
Typewriting - Completed Senior typing in first & Second Paper
Shorthand - Completed Shorthand Speed

Personal Details

Name: Pallavi.P
Husband name : Arun Kumar
Date of birth: 28th Sep, 1989.
Gender: Female
Marital status: Married

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

PLACE: Bangalore

Pallavi P



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