



AKANKSHA AGRAHARI

CONTACT



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Uttar Pradesh

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PERSONAL DETAILS

Date of Birth : 17/09/1998

Marital Status : Unmarried

Gender : Female

SKILLS

Computer skills - ccc, Ms word, Excel
Hr Recruitment Team Management
Decision Making Sales



ACHIEVEMENTS & AWARDS

•Asmanfoundation Hr Recruitment
internship •Advanced Excel Training
Report • CCC certificate

LANGUAGES

•Hindi •English

OBJECTIVE

To use my knowledge of best practices in human resources management to ensure compliance with policies and regulations.

EXPERIENCE

Human resources Management |

May 2023 - Till

Galaxy Resources Pvt Ltd

Now

1. Assistant in managing the recruitment process, including reviewing resume, conducting initial screening, scheduling interviews and communicating with candidates
2. Managing end-to-end IT, Non IT recruitment life cycle that includes sourcing, screening, interviewing, reporting, documentation and closing the position.
3. Head hunting relevant profile from job portal like Naukari.com, indeed, linkedin, Hirect, Monster, Social Networking sites
4. Conduct interview through different mediums such as virtual, Telephonic Face to Face and Walk-in interview
5. Negotiate salary package and employment term with potential
6. • Assistant in managing the recruitment process, including reviewing resume, conducting initial screening, scheduling interviews and communicating with candidates

Customer Relations officer

October 2022 -

Bajaj capital

April 2023

CRO handle the concerns of the people who buy their company's products (Insurance) or services. They work to rectify issues experienced by individual customers as well as aim to improve the organization's overall customer satisfaction

INTERESTS

Listing Music
Traveling

EDUCATION

MBA (Masters of Business Administration)	2022
AKTU(Dr. A.P.J. Abdul Kalam Technical University Lucknow)	
70%	
Graduation	2018
RMLAU (Dr. Ram Manohar Lohia Avadh University Ayodhya)	
55%	
Intermediate	2015
U.P. Bord	
80%	