

## Purvika Mishra

Seeking a job opportunity where I can enhance my knowledge from my academic and professional learning and give best to the organization and personal grooming.



[purvimish.22@gmail.com](mailto:purvimish.22@gmail.com)



+917011816687



1/30 Roop Nagar, New Delhi 110007

### Personal Competencies

Team  
player.

Versatile

Calm &  
Patience

Keen  
Observer

Can work  
in stress

Positive  
attitude

### Education

MBA 2020 - 2022  
Jaganath Institute of Management and Science

BBA 2015 – 2018  
Banasthali Vidyapeeth

12<sup>th</sup> CBSE Board 2015  
Prabhat Senior Secondary Public School  
2015

10<sup>th</sup> CBSE Board 2013  
Prabhat Senior Secondary Public School

### Experience

#### # infiCare Technologies

Designation: HR Executive October 2018 – June 2020

#### # Soothe Healthcare (Brand: Paree)

Designation: HR Specialist August 2022 – Till now

### Roles and Responsibilities

- ✓ Partnering with hiring managers to determine staffing needs and helps in performance appraisal survey.
- ✓ Developed strategies by placing job advertisements on social networking sites and assessments.
- ✓ Analyze all job requirements and screened the appropriate candidate for the job profile.
- ✓ Sourcing, Screening, and Shortlisting candidates' profile **on Naukri.com Job Portal, LinkedIn Search, and done job posting on Indeed.**
- ✓ Performing in-person and phone interviews with candidates also taking feedbacks and suggestions.
- ✓ Conducted walk in interviews.
- ✓ Following up on the interview process status.
- ✓ Negotiated with employees to attract the best talent for the organization.
- ✓ Perform orientation/induction and maintenance of employee record.
- ✓ Conducting exit interviews on terminating employees.
- ✓ Managed employee engagement activities.

## **Internship**

### **INVESTOR'S CLINIC: -**

I worked as Business Development Intern and turning the business prospects into potential customers being the interest area, at **Investor's Clinic** office.

### **ROHIT SURFACTANTS PVT. LTD: -**

I worked as an Intern **Recruiter** in the field of Human Resource, Recruitment and Selection being the interest area, at **ROHIT SURFACTANTS PVT. LTD.** Head Office.

## **Extra-Curricular**

- Elected as the **head girl** of the school.
- Volunteer at **National social scheme (NSS)**, public service working for a campus community linkage.
- Member of **leaders for tomorrow (NGO)**.
- Managed certain events in school and college.
- Got certificate in graduation for winning (2<sup>nd</sup> position) debate competition
- Got 1<sup>st</sup> position in cooking competition.

## **Personal Profile**

- Nationality- Indian
- Gender- Female
- DOB- 05April 1998
- Marital Status- unmarried

## **Declaration**

I hereby declare that the above information is correct to best of my knowledge and belief.