**A person with long hair

Description automatically generated with low confidence** 

**SHLESHA MISHRA**

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**Credly -https://www.credly.com/badges/0dd8fc70-dadf-44ae-b21b-2894e4e10b39/public\_url**

**LinkedIn- linkedin.com/in/shlesha-mishra-195534100**

**Summary:**

I am MBA in HR with customer oriented, multitasking. Having good communication skills and understanding business requirements. Easily identify the need of organization and easily coordinate with the people.

**Career Objectives**:

To serve with the complete dedication which ever organization that I may serve, and remain the most successful employee and grow along with the company. And to gain greater insight knowledge into the field of Human Resource Management by way of exposure to real work atmosphere in a well-established organization. And the most important “To be a successful person in life through knowledge and hard work.”

**Career Profile:**

An MBA (HR & Marketing) with a stable academic career. Eight (8) weeks summer training at Tata steel has strengthened and broadened my knowledge in Personnel Management, HR Area. Can well identify the errors in a process-oriented organization and can also find out various source of revenue generation to a company. I am also good at utilizing all types of resources. My strength lies on my Inter personal communication, Task oriented, analytical skills, Team player, always on the move attitude and decision-making abilities. Command over languages: English and Hindi have made me eligible a National visitor.

**Strengths & Credentials:**

* Try to avoid repetitive mistakes.
* Good communication skills, patient attitude and like taking responsibilities.
* Problem solving and organizational skills.
* Hard work with a flexible approach.
* Excellent and broad computer skills.
* Strong sense of confidence in personal abilities.
* Able to work as a valued member of a team or independently.
* Comfortable working with all levels of management.

**Working Experience:**

**1. ABN Tower and Transmission Pvt. Ltd**

**Job Profile: Backoffice Executive (HR)**

**Duration: 1ST JUNE 2017 TO** **30TH JUNE 2018**

**Key Role:**

* Reviewed resumes and application for pre-screening and identified candidates for interviewing.
* Assisting in modifying recruitment procedures and hiring best talents.
* Preparing, maintaining, and updating employee files.
* Planning and arranging training programs for new for employees.
* Briefing new employees on company's terms of employment.
* Arranging and providing identify cards to employees.
* Orientation & On-Boarding.

**2.Altran now Capgemini Engineering**

**Job Profile: IT Recruiter**

**Duration: 25th March 2021 to 31st March 2022**

**Key roles:**

* Delivered recruiting and support to high -profile, diverse industry clients in acquiring top talent.
* Lead to the full recruitment life-cycle from sourcing strategies, talent recruitment, and acquisition to interview preparation, offer negotiation and on-boarding
* Reviewing resumes and application for pre-screening and identified candidates for interviewing.

**Skills: Recruiting life cycle, Boolean Search and Job posting**

1. **TeamLease Digital**

**Job Profile: Recruitment Specialist**

**Duration: 4th April 2022 to 8th November 2022**

**Recruitment Skills:**

* Talent Assessment & Acquisition
* Candidate Sourcing & Screening
* Advanced Boolean Searches
* Executive Recruiting
* High-Volume Staffing
* ATS & Recruiting Software
* Social Media Recruiting Tools

**IT Skills:** Frontend /Backend developer, Java, Angular, Html, CSS, Product Architect, Solution Architect, Program Manager, Javascript, Jquery,C++, C,

**Non IT**: Finance, Sales Area Manager, HR, Customer success, field sales

**BPO :** Customer support , voice process, Chat process, Technical Analyst, Customer support Analyst, Process Executive.

Respond to ad-hoc requests from global recruiting leads and senior HR partners; working with the additional team leads to deliver staffing initiatives and reports.

Initiates and reviews pre-employment screening, places job offers, distributes new hire paperwork and assists with the onboarding process. I have worked on RPO projects and Co-ordinated with hiring manager and participated in the interviewing panel.

**EDUCATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board/University** | **Institute** | **Year of Passing** |
| MBA | BPUT University | Rourkela Institute of Management Studies, Odissa | 2016 |
| BBA | Sambalpur University | Rourkela Institute of Management Studies, Odissa | 2014 |

**Course: SAP S/4 HANA**

SAP Certified Application Associate- Sales and Distribution ERP 6.0 from Henry Harvin - SAP Authorized Training Center

**FOCUS AREAS – SAP SD**

 Good knowledge in SAP Sales and Distribution like Business Process, Order to Cash,

organization Structure, Master Data etc.

 Aware about basic T - Codes in SAP

 Good Knowledge in Basic functions, Sales order processing, Order management.

 Work with various documents of sales and distribution (Inquiries, Sales

Orders. Contracts, Outbound Deliveries, Billing Documents etc.)

 Good analytical skills supported with strong communication, presentation,

team player with configuration & application knowledge.

 Identify problems, review information to develop & evaluate options &

implement solution.

**Extra-Curricular Activities**:

* Winner of Handball tournament in college sports fiesta.
* Winner of Food foodie in college fiesta.

**Other skills**: MS Excel, MS Word, MS PowerPoint, TALLY ERP9.

**Personal Details:**

**Date of Birth**: 17/9/1991

**Languages Known**: English & Hindi

**Address:** E-004,Ashiyana Suncity, Jamshedpur, Jharkhand-831012

**Declaration**:I hereby declare that all the statements made in this application are true andcomplete to the best of my knowledge and belief.

**Place**:

**Date:**  **Signature of the candidate**

Shlesha Mishra