# CURRICULUM VITAE

**Mansi Saxena**

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**Career Objective:**

To make a positive contribution as part of you dynamic and well reputed organization in a position where my

Management, decision making &communication skills will be appreciated and enhanced.

**Experience:**

**SFJ Business Solution Bangalore ( feb 2022 to Till Now )**

* Responsible for searching, screening, and aligning the candidates for interview for different companies.
* I am Handling C2H to Permanent Position.
* Searching for relevant profiles using multiple channels like using various Job Portals.
* Hands-on experience in doing Naukri searches, LinkedIn searches, Employee referrals.
* Coordinating with the candidates.
* Maintaining Daily Tracker, Reports and Schedules.

Client- Hex aware, TCS, Mind tree, Capgemini, L&T, Wipro, Genpact.

**Q1 TECH – IT HR Recruiter (march 2021 to Dec- 21)**

* Responsible for searching, screening, and aligning the candidates for interview for different companies.
* Searching for relevant profiles using multiple channels like using various Job Portals.
* Hands-on experience in doing Naukri searches, LinkedIn searches, Employee referrals.
* Coordinating with the candidates.
* Maintaining Daily Tracker, Reports and Schedules.

**Optimum future Consulting Professional – HR Recruiter (February 2020 to Jan 2021).**

* Responsible for searching, screening, and aligning the candidates for interview for different companies.
* Searching for relevant profiles using multiple channels like using various Job Portals.
* Hands-on experience in doing Naukri searches, LinkedIn searches, Employee referrals.
* Coordinating with the candidates and the clients.
* Coordinating with Team Members & Clients for Interviews, Offer Letter & Joining.
* Maintaining Daily Tracker, Reports and Schedules.

**Genpact U.S.A Process (Duration-Dec 2018 to Feb 2020)**

Designation-Process associate.

**Roles**&**Responsibility**

● Claims upload.

● Maintain of Data collection work.

● Team queries.

● Client chatting.

**Job Vision Consulting Internship (Duration–July2018 to September 2018.)**

* Responsible for searching, screening, and aligning the candidates for interview for different companies.
* Searching for relevant profiles using multiple channels like using various Job Portals.
* Hands-on experience in doing Naukri searches, LinkedIn searches, Employee referrals.
* Coordinating with Team Members & Clients for Interviews, Offer Letter & Joining.

Maintaining Daily Tracker, Reports and Schedules

| **DEGREE WITH BRANCH** | **EDUCATION INSTITUTE** | **YEAR OF PASSING** | **PERCENTAGE SCORED** |
| --- | --- | --- | --- |
| 10th | U.P Board | 2010-2011 | 52% |
| 12th | U.P Board | 2011-2013 | 70.% |
| B.B. A | MJPR University | 2013-2016 | 59% |
| M.B. A | AKTU University | 2016-2018 | CGPA 7.26% |

**Personal Details**

| Date of Birth | 17 June 1997 |
| --- | --- |
| Marital Status | Single |
| Father’s Name | Mr. Naresh K Saxena |
| Languages Known | English, Hindi. |
| Permanent Address | Habbbiula khan junbai |

**Declaration:**

I hereby declare that the information above is true to the best of my knowledge and ability**.**

Place**:**

Bareilly. **Mansi Saxena.**