# Team leader with 3.8year experience

## Shreyashi tamrakar

[shreyashitamrakar38gmail.com](mailto:harshasharma9752@gmail.com)

**Phone: 7898505455**

# CAREER OBJECTIVE

## Looking for a position in the HR department of the reputed organization to enhance my career for the new learning and add some value to the profitability of the organization.

PROFESSIONAL SUMMARY

* **I am working as an Assistant manager I have experienced in handling end to end** recruitment **cycle, good relations with the clients, taking proper follow ups till the joining of the candidates. working in** **Connections opportunity unlimited**
* **3.4 Yrs of experience in HR Recruitment.**
* Have experience in End to End Recruitment Life Cycle- sourcing, screening, and scheduling interviews.
* **Preparing daily sourcing metrics**
* **Create detailed job descriptions Follow up with candidates**
* **Preparing candidates interviews and scheduling on time.**
* **Pre-interview preparation and post-interview follow-up.**
* **Associating with the selected candidates to join on time.**
* **Assisting on documents collection.**
* **On boarding the candidates at required time.**

# EXPERIENCE

* Company- **Connections opportunity unlimited**
* Designation- Assistant manager .
* Duration- **may 2023 to till date ….**

## ROLES AND RESPONSIBILITIES

* + Handling a team and manage all hr responsibility
  + Handling End to End Recruitment process and all the operational work.
  + Briefly Understanding the requirements received from clients.
  + Sourcing potential candidates from social media like naukri.com,monster.com,etc..
  + Scheduling candidates for interview with the panel once the profile gets shortlisted.
  + Collects feedback from interviewers and informing the candidates on the same.
  + Follow up with the candidates till they join in company after selection in interview.
  + End- to- End follow-up with candidates since after short listed for interviews and till joining date.
  + Checking the quality and suitability of the CV as per the client requirement.
  + Short-listing the candidates, scheduling and conducting interviews.
* Company- **Fortune Shapers**.
* Designation- team leader .
* Duration- **feb 2020 to April 2023**

## ROLES AND RESPONSIBILITIES

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Company- **Janhit Lok Manch (N.G.O).**

* + Designation- C.R.E (Communication Representative Executive)
  + Duration- Oct. 2019 to Oct. 2020

**ROLES AND RESPONSIBILITIES**

* + Managing customer relationships, maintaining and updating customer databases.
  + Conducting market research, for example using customer questionnaires.
* Company- **Nandini Medical Lab.**
* Designation- Sr. HR Recruiter.
* Duration- Feb. Jun 2018 to sep 2019

## ROLES AND RESPONSIBILITIES

* + Arranged all the bills of the store, Handling all the inward and outward data.
  + Dispatching raw materials
  + Floor Management

# Education

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| --- | --- | --- |
| **Education** | **Course** | **School/Collage** |
| Post Graduation | MBA(HR &  marketing ) | CH institute of management & commers |
| Graduation | B.Sc. (P.C.M.) | Maharana pratap p.g. college gadarwara |
| 12th | (P.C.M.) | Excellence School chichli |
| 10th | All subjects | Sarswati shishu vidhya mandir chichli |

## COMPUTER SKILLS

* + - MS Office – Word, Excel and Power Point
    - E-mailing
    - Basic computer

# Clients

icici prudential life insurance , HDFC life insurance , bajaj life insurance ,aditya birla life insurance , tata life insurance &others,

# HOBBIES

* + - Listening to Music,Travelling,Dancing , Singing.

# PERSONAL DETAILS

* Nationality: Indian
* Marital Status: Unmarried
* DOB: 4 Dec 1997
* Languages Known: English, Hindi
* Address: narayan bagh indore

# DECLARATIO

I hear by declare that all the above information is true to best of my knowledge .