MONI PAL

**Mobile No: +91-7348520054**

**Alternate No: +91-7839207591**

**E-Mail:** [**Monipal47@gmail.com**](mailto:Monipal47@gmail.com)

# PROFESSIONAL SUMMARY

# An expert HR with proven expertise in implementing the policy and procedure, recruiting and hiring having 4 and half years hand on experience.

* **Recruitment** – Coordination with Technical panel and understanding their requirements, defining job positions.
* Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
* Short listing the resumes based on desired skills and experience. Advertising vacancies, screening and short listing resumes.
* Conducting telephone and Personal interviews in coordination with department heads.
* Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.

**WORKING EXPERIENCE**

**Organization : MobiZone Technologies Pvt Ltd.**

**Designations :**  **HR Recruiter** Cum **MIS Head**

**Duration :**  01stApril 2021 to Till Now

Role and Responsibility :­

* Strong experience in end to end IT Recruitment.
* Experience working on contract staffing and Permanent staffing.
* Sourcing candidates from job portals, social networking sites, references - Screening

& short-listing suitable profiles against the requirement

* Interviewing candidates to check for their communication skills, technical skills as

per client’s needs & their suitability

* Coordinating with the clients to get the requirements and following up with them for

the feedback of the processed profiles.

* Scheduling telephonic and F2F interviews for the short-listed candidates

Salary negotiations and fixation of the selected candidates.

* Preparing and maintaining various recruitment details & database.
* To manage UPSDM Gov. project at UPSDM under Skill Development.
* Develop understanding for all MIS based requirements on project guidelines and other documents.

* **Organization : JRS Technology Pvt Ltd.**

**Designations :**  **HR Recruiter** Cum **MIS Head**

**Duration :**  05th Sep 2019 in 31 May 2021

Role and Responsibility :

* Filling Positions within an organization.
* Designing and implementing recruiting systems for the organization.
* Developing own network of suitable candidates.
* Handling of Administration and record keeping.
* Working with organizations to develop a recruitment plan
* Coordinate and supervise overall training program implemented in MP, Jharkhand, Assam, West Bengal, UP in India
* Trainees Enrollment in SDMS operation work (with Trainees Document).
* All work in given State like –Monitoring and all other activity running Scheme.
* **Organization : Swapnil Institute of Software Technologies Designations :**  Office Administrative

**Duration :**  02th Jan 2017 to 15th August 2019

### Role and Responsibility:

* To work related Admin Level
* Centre auditing and CAAF Filling.
* Coordinate and supervise overall training program implemented, Uttar Pradesh
* Trainees Enrollment in SDMS (with Trainees Document).
* Team support and other work if given by management Team.

**TECHNICALS SKILLS**

Computer Application : MS Office 2014 to 2019( Word, Excel, Power point, Outlook)

Platforms : Windows XP,10,11

Software : C,C­­++,HTML,

**STRENGTHS**

* Ability to work in Team
* Self-Motivated
* Hardworking
* Good Managing Skills
* Adaptive with self-initiative and good organizing skills

**ACADEMIC CREDENTIAL**

* MBA (HR & IT) From Subharti University
* PGDCA from Govt. Polytechnic Faizabad
* BA from Chhatrapati Shahu Ji Maharaj University, Kanpur
* Intermediate from Board of High School and Intermediate Education Uttar Pradesh Allahabad
* High School from Board of High School and Intermediate Education Uttar Pradesh Allahabad

**PERSONAL INFORMATION**

# Father’s name : - Shri Anant Ram Pal

Marital status : - Unmarried

Nationality : - Indian

Hobbies : - Listening music, Watching Movie,

Language Known : - Hindi & English

Address : - 115/55 Hasanpur Kanpur Nagar

I consider myself familiar with the above mentioned aspects.I hereby declare that the information furnished above is true to the best of my knowledge.

Date :

Place : Kanpur (**MONI PAL)**