

Kirti Surya

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Professional Summary:-

Having 2.5 years of extensive experience in Recruitment domain as in Recruiter, source and Accounts (Accountant) and served top notch IT hiring's as per the standards. I also carry rich experience of HR domain activities and have taken care of Life cycle activities of employees.

Domain Experience:-

Current Organization: - Shraddha Info Services

Current Designation: - Hr Executive (Recruitment)

Duration : - Jan-14 to present

Job Responsibilities:

- ◆◆ Taking care of joining formalities of new Employees, which includes collecting the documents as per check list and back ground verification of the new joiners.
- ◆◆ Issuing the Offer Letter and appointment letters.
- ◆◆ Responsible for Induction and Orientation of all new joiners in the company.
- ◆◆ Allocating seat, system, coordinating with system administrator in providing company email ids.
- ◆◆ Resume Selection - through Job-portals (Naukri, Monster job sites).
- ◆◆ Taking preliminary round of interview.
- ◆◆ Done Campus hiring
- ◆◆ Posting of job on the job portals, websites, blogs and other discussion forums.
- ◆◆ Using sourcing strategies like Referral generation, Direct Sourcing, Networking, Mass Mailing so as to reach out to a maximum qualified pool of candidates.
- ◆◆ Using Online Database (Job Portals) & Offline Database to find out technically fit resources.
- ◆◆ Telephonic Screening of the profiles checking for Technical Fitment, Behavioral Fitment, Stability etc.
- ◆◆ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- ◆◆ Documents financial transactions by entering account information.
- ◆◆ Recommends financial actions by analyzing accounting options.
- ◆◆ Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- ◆◆ Secures financial information by completing data base backups.

ACHIEVEMENTS:-

I have worked on both domains HR & Accounts and achieved various critical targets.

Research: -

Education & Professional Qualification:-

Education	Institute
L.L.B (Pursuing)	Shaheed Bhagat Singh Law College, Kanpur
BCOM (HONS.)	Bundelkhand University, Jhansi, UP
Intermediate	Jai Academy Jhansi, UP
High-School	Margret Leask Memorial English College, Jhansi, UP

Personal Details:-

Date of Birth: 29th June, 1992
Permanent Address: Kanpur
Languages Proficiency: English and Hindi

Declaration

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

●●□KIRTI SURYA